

# DFW Alliance of Technology & Women

## Executive Director

### Position Description

Reporting to the Board Chair, the Executive Director (ED) will have overall operational responsibility for DFW ATW Nonprofit's staff, programs, expansion, and execution of its mission. The ED will initially develop deep knowledge of field, core programs, operations, and business plans.

The Executive Director is the key management leader of DFW ATW. The Executive Director is responsible for overseeing the administration, fundraising, marketing, and community outreach. Other key duties include programs and strategic plan of the organization.

#### Responsibilities

##### Leadership & Management:

- Organization Mission and Strategy - Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Will directly reports to the President/Board Chair.
- Assist with local programmatic excellence, program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize DFW ATW Nonprofit volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Support a strong Board of Directors; assist each committee when needed; support board involvement with strategic direction for ongoing local operations.
- Support effective KPI's to track scaling progress and provide recommendations for each committee to measure successes that can be effectively communicated to the board, funders, and other constituents.

##### Fundraising & Communications:

- Financial Performance and Viability - Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of DFW ATW, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Expand local revenue generating and fundraising activities to support existing program operations and expansion.
- Support and assist to refine aspects of communications - from web presence and social media to external relations with the goal of creating a stronger brand.
- Use external presence and relationships to garner new opportunities.

##### Planning & Development of New Strategic Partners:

- Assist in building strategic partnerships with other organizations in the metroplex with common goals and missions, that will allow ATW to expand its reach and impact in the community.

- Assist in designing corporate membership and sponsorship programs that will provide for growth and mutual benefit to both ATW & new corporate members.

### **Organization Operations:**

- Responsible for effective administration of DFW ATW's operations, including oversight of administrative staff
- Assists with recommendations for creating a sustainable organizational model, support for increasing number of volunteers on committees and ensuring succession plans and processes are in place for transition of board members on / off the board.
- Identify contacts at the Partnership companies for Programs to work with to fulfill our speaker obligations
- Work closely with Partnership committee to come up with Partnership fulfillment process.

### **Qualifications:**

The ED will be thoroughly committed to DFW ATW Nonprofit's mission. All candidates should have proven leadership, coaching, and relationship management experience.

Specific requirements include:

- Advanced degree, ideally an MBA, with at least 10 years of senior management experience; track record of effectively leading and regionally and/or nationally scaling a performance-and outcome-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Experience and confidence with interfacing at an executive level and requesting financial support.
- Unwavering commitment to quality programs and data-driven program evaluation.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives and manage a budget.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.
- Transparent and high integrity leadership.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of DFW ATW's strategic future to staff, board, volunteers and donors.
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector.
- Skills to collaborate with and motivate board members and other volunteers.

### **Actual Job Responsibilities:**

- Planning and operation of annual budget.

- Establishing administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Assist in establishing and maintaining relationships with various organizations throughout the local community and utilize those relationships to strategically enhance DFW ATW's Mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of DFW ATW throughout the local community.
- Collaborate with Board of Directors, volunteers, and administrative functions.
- Assist with strategic planning and implementation.
- Participate and assist with Board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.