

COMMUNITY OUTREACH DIRECTOR

The Community Outreach Director role is a volunteer, voting Director position on the Board of Directors. The primary responsibility of the Community Outreach Director is to manage relationships with partner, industry and community organizations. She/he will identify, nurture and track engagements with various organizations in the community.

Term of Office: Two (2) years

Qualifications:

The Community Outreach Director has demonstrated a willingness and enthusiasm to work towards the mission of Women & Hi Tech and promote inclusiveness and belonging. She/he has demonstrated the ability to positively influence others and the proven ability to solicit and obtain substantial financial contributions. She/he has demonstrated knowledge of the STEM community and its changing needs.

The Community Outreach Director should have (or have the ability to develop) relationships with STEM professionals, and women/girl-focused and STEM organizations in Indiana, and, specifically, organizations that align with Women & Hi Tech's mission. She/he has demonstrated excellent relationship management skills, is a self-starter, and has strong communication and project management skills. Ideal candidates have experience in event marketing and an education or career in a STEM field.

All Directors shall be a member in good standing at the time of initial voting and must remain in good standing throughout their tenure.

Responsibilities:

- Serve as the point of contact for new organizations looking to engage with Women & Hi Tech.
- Facilitate organization introductions to appropriate board members as appropriate (e.g., Collegiate Outreach Director, Corporate Engagement Director, etc.).
- Strengthen Women & Hi Tech presence with community partners.



- Use Salesforce to document all community and organization contacts, Women & Hi Tech's involvement with them, and the various ways Women & Hi Tech engages with them.
- Maintain and strengthen Women & Hi Tech's efforts in areas of STEM where Women & Hi Tech currently has good presence.
- Identify areas of opportunity to broaden Women & Hi Tech's outreach efforts.
- Create alignment with other organizations that intersect with Women & Hi Tech's mission (women-focused organizations, STEM-focused organizations, girls/mentoring, etc.).
- Work with K-12 and Collegiate Outreach Directors for events relating to those areas.
- Create strategies for expansion in alignment with Collegiate Outreach Director pilot programs and Women & Hi Tech's strategic plan.
- Manage the Community Outreach committee.
 - Determine presence at, and manage budgets for booth presence at community and partner events.
 - Store and maintain booth supplies and inventory.
 - Coordinate scheduling and transportation of Women & Hi Tech booth for events where Women & Hi Tech has a presence.
- Facilitate connections and provide reports to Corporate Engagement Director for sponsorship opportunities.

Time Commitment:

Women & Hi Tech is run by an all-volunteer Board of Directors, each of whom commit their time and resources to help advance the organization's mission. We don't take the term "working board" lightly. At any given time, a Director is leading her/his own area of responsibility while also contributing to other areas of the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- 20-30 hours per month
- Board members are expected to attend at least 9 of 12 monthly board meetings per year (in person is preferred, with teleconference option available if unable to attend in person). Meetings are held downtown Indianapolis or virtually as scheduled from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).
- Board members are expected to agree, in writing on an annual basis, to Women & Hi Tech's Board Participation Policy as well as the Board Code of Conduct and Conflict of Interest Policy.