



COMMUNITY OUTREACH DIRECTOR:

As the Community Outreach Director, you are primarily responsible for Women & Hi Tech's relationships with partner, industry and community organizations. You will identify, nurture and track engagements with various organizations in the community, which will help us better serve our members, and allow us to achieve our mission and maximize our impact in the community.

The Community Outreach Director role is a volunteer, voting position on the Board of Directors.

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. 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. 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 his/her tenure.

Responsibilities:

- Serve as the point of contact for organizations looking to engage with Women & Hi Tech.
- Facilitate organization introductions to appropriate board members (e.g., Collegiate Outreach Director, Volunteer Coordinator).
- 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.
- Broaden outreach efforts in areas of STEM Women & Hi Tech seeks to have more presence (e.g., plant and animal sciences, manufacturing/logistics, math).
- 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.
- Manage the Community Outreach committee.
 - Determine presence at, and manage budgets for booth presence at community and partner events.
 - Store and maintain booth supplies.
 - Coordinate scheduling and volunteer needs for events where Women & Hi Tech has a booth.
- Facilitate connections and provide reports to Corporate Engagement Director for sponsorship opportunities.
- Attend Women & Hi Tech events (e.g., Executive Women Forums, Networking Events, K-12 Events, Leading Light Awards) and partner events.
- Attend community, industry and association events on behalf of Women & Hi Tech.
- Participate in panel discussions as a representative of Women & Hi Tech.
- Participate in Women & Hi Tech committees.
- Attend monthly board meetings.
- Submit reports monthly to the Board of Directors on the status of current and prospective sponsors.

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 or the organization, including serving on committees, and representing Women & Hi Tech in the community at various events.

- 15-20 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 from 11:30am-1:00pm on the first Wednesday of each month (with a few exceptions).

