



## Director of Business & Community Engagement

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**Overview:** The Director of Business & Community Engagement is responsible for the management and growth of the organization's professional development (PD) and student enrollment programs. This position will coordinate the outreach, recruitment, training, and retention of business community members, schools, and students as part of successful program growth and delivery. This position will manage all international initiatives developing strategies for growth and sustainability.

Working with the Executive Director and management team, the position contributes to the development and implementation of organizational strategies, policies and practices.

### **Primary Duties and Responsibilities:**

#### **Professional Development Program**

- Develop and execute annual professional development & engagement plan.
- Develop and execute the recruitment, training, management, and retention of qualified business and community members to support domestic and international programs
- Develop and deliver on an integrated volunteer program supporting the internal and external needs of WBW.
- Develop and maintain ongoing relationships with all current and prospective donors in efforts to execute PD and educational programs.
- Initiate and track contacts, and make presentations to individuals, groups and organizations promoting the benefits of the WBW PD and educational programs.
- Identify program speakers, judges, and mentors, and assist in logistics planning.
- Develop and maintain ongoing relationship with current international partners providing services ensuring the successful execution of WBW programs.
- Develop communications plan and material for appropriate channels including social media.
- Manage participant database – both student and volunteer ensuring proper follow up.
- Prepare reports analyzing professional development and student recruitment initiatives.
- Oversee the organizations WSP background checks for all members associated with WBW.
- Use website to create dynamic interactive place for volunteers; link to other volunteer websites.

#### **Program Enrollment**

- Develop and execute recruitment of students plan for domestic and international programs.
- Develop and maintain ongoing relationship with students, PTAs, schools, and other like-minded youth serving organizations
- Recruit, train, and manage student ambassador program.
- Develop and execute a student engagement plan that converts leads to registrations to attendees.
- Provide customer service to all WBW stakeholders.

**Reporting Relationship:** This position reports to the Executive Director

#### **Desired Personal Characteristics:**

Dynamic, energetic, effective recruiter with a passion for youth, leadership education, entrepreneurship, and WBW's mission in particular. Possess a significant track record of success with meeting enrollment targets and engaging the community for purposes of leveraging volunteers. Strong thought partner who can collaborate closely with WBW's Executive Director and Board on creating and implementing enrollment strategies to ensure the growth and sustainability of the WBW programs domestic and international.

## **Qualifications**

- BA (required), MA (preferred)
- Four plus years of related work experience, preferred non-profit recruitment and training.
- Demonstrated excellence in organizational, managerial, and communications skills.
- Excellent computer skills including database knowledge, MS Office suite and social networking tools.
- Ability to travel overnight for extended periods of time as needed.
- Reliable transportation, valid WA driver's license and verify current proof of insurance (WBW will reimburse mileage)
- Annual background check of criminal history information through the WSP

## **Preferred**

- Previous knowledge of WBW programs.
- Knowledge of the Puget Sound region philanthropic community.
- Experience working with databases or client management systems.
- Demonstrated experience fostering and building effective coalitions in business/education communities.

**COMPENSATION:** Salary is commensurate to education and experience.

**BENEFITS** included are as follows:

- **Vacation.** 12 days of paid vacation are accrued per year, increasing after 3 years.
- **Sick.** 12 days of paid sick leave are accrued per year.
- **Health Insurance.** Health, vision and dental insurance are provided by the foundation following a 60 day waiting period. This is coverage only for the employee. Dependents may be added at a cost to the employee.
- **Holidays.** 9 paid holidays plus 1 personal day per year for all employees.
- **Retirement.** 401-K program is available. Eligibility would occur at the next entry date following 12 months of employment.

All benefits are subject to change and/or elimination as determined by the Foundation.

**TRAVEL:** The person in this position will travel frequently within the state, including overnight travel. Applicant must provide own transportation and will be reimbursed mileage.

## **APPLICATION PROCESS:**

Interested candidates can go to <https://apply.coolworks.com/wbw/job-list.asp> for full job descriptions and to apply on-line.

The Foundation for Private Enterprise Education is an equal opportunity employer.