Wyoming Women’s Business Center
Position Description: Executive Director

Reports to: Board of Directors  Supervises: All staff and Programs

Primary Responsibilities: The Executive Director provides management, direction and coordination of the WWBC and strives to secure funding needed to achieve the WWBC goals. The Executive Director implements the mission of the organization to assist entrepreneurs, especially women who are economically or socially disadvantaged, through our counseling, training, and micro-finance programs to start or expand small businesses in the state of Wyoming. We strive to advance financial self-sufficiency by promoting economic justice and equality throughout the state.

Duties:
- Overall management, policy development, planning and program implementation
- Public and private fundraising, financial oversight and reporting, budget development
- Supervision of personnel, delegation of responsibility for all staff of the organization
- Coordination of training, technical assistance, policy development and public education activities
- Provides recommendations, direction and support to the Board of Directors in setting goals and priorities of the WWBC
- Keeps the Board of Directors apprised of all projects and activities
- Represents the WWBC with Federal agencies, public and private agencies, the media and the general public; maintains effective relationships with key representatives of relevant agencies
- Identifies and oversees statewide training and program development needs of the WWBC

Qualifications:
- Bachelor’s degree from an accredited, post-secondary institution or the equivalent in business management, administration, education, related human service or economic development field
- Demonstrated knowledge of economic justice issues
- Experience in social justice, systems advocacy and social change work
- Commitment to collaboration, team-building and professional development of staff
- Demonstrated limit-setting, problem-solving, conflict resolution, creative/analytical thinking and organizational skill
- Demonstrated fundraising, donor relations, and grant writing and management skills
- Demonstrated ability to develop and maintain cooperative relationships with a diversity of individuals, organizations and government agencies
- Proficiency with computers and the Internet
- Willingness to travel in and out of state; some overnight travel required

Employment status: Full-Time  Classification: Exempt