



Title:	Director of Programs & Operations
Reports To:	Executive Director
Salary Range:	\$38,000 - \$48,000 (commensurate with experience)

### Background:

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Since 1996, Chattanooga Women's Leadership Institute has been advancing our mission to *increase the leadership capabilities and influence of women in Chattanooga*. With more than 600 members, we work to form the narrative around women's issues as they specifically relate to removing barriers for advancing women in their chosen profession. We offer substantive leadership and networking opportunities in order to cultivate an ecosystem where women can have the scaffolding they need to be highly effective leaders. We desire to see more women serving on boards, solving complex issues, elevating within their companies, and improving economically. We believe when women are mobilized we are an economic engine for our community. We believe that when women thrive, everyone thrives. Therefore, our mission requires us to serve as a complement to the business community to enhance the leadership skills of the female workforce. We are seeking a highly motivated individual who aligns with these beliefs and desires to help us advance our mission rigorously and excellently.

### Required Training/Education/Experience:

- Bachelor degree preferred
- Experience with event management
- Competence in systems and processes
- Curriculum/Program design & implementation acumen required
- Financial acumen
- Excellent written and verbal skills required
- Analytical skills to evaluate data and make operational decisions
- Minimal financial acumen preferred
- Managerial experience preferred
- Mindset for organizational growth and expansion
- Integrated thinking
- Details and task oriented

## Duties & Responsibilities

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- Oversee internal day-to-day operations
- Project management
- Program implementation and evaluation
- Internal relations liaison
- Monitor staff productivity
- Monitor committee productivity
- Assist in implementation of strategic vision in accordance with the Board of Directors
- Manage member access to benefits
- Event management
- Donor database oversight
- Finance oversight
- Logistics behind events; with committees
- Implementation of speaker/venue decisions for committees
- Coordination with Marketing & Membership Coordinator for outreach and awareness of program offerings
- Program scheduling clearinghouse
- Assist in the development of funding proposals for programs
- Office and supplies management
- Prioritize program events in alignment with strategic plan
- Provide general administrative support to CWLI staff and board
- Maintain accurate records and generate reports as needed for membership, volunteer and donor programs
- Assist with development/fundraising duties
- Assist in strategic planning
- Other duties as assigned
- Reports directly to the Executive Director