

## CORPORATE ENGAGEMENT DIRECTOR

The Corporate Engagement Director role is a volunteer, voting Director position on the Board of Directors. She/he is responsible for obtaining corporate sponsorships, which allow us to achieve our mission and maximize our impact in the community.

**Term of Office:** Two (2) years

### Qualifications:

The Corporate Engagement 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 Corporate Engagement Director should have extensive relationships with STEM professionals in Indiana. She/he should have experience in corporate fundraising and/or business development.

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:

- Identify and build relationships with prospective sponsors.
- Chair a corporate engagement committee to:
  - Maintain long-term relationships with corporate sponsors, helping to ensure sponsorship renewals.
  - Ensure corporate sponsors have information necessary to fully leverage their investment in Women & Hi Tech.
  - Survey sponsorship bundle administrators (and members) for feedback on their organization's experience with Women & Hi Tech.
  - Work with Membership Administrator and Treasurer to facilitate sponsor onboarding and renewals.
  - Collaborate with Community Outreach Director on sponsorship opportunities.



- Use Salesforce to document all sponsorship contacts, and the various ways Women & Hi Tech engages with them (e.g., some sponsors are also exhibitors at K-12 events).
- Advise on corporate sponsorship packages.
- Work closely with other board members:
  - Collegiate Outreach Director for collegiate sponsor engagement.
  - EWF and Networking Directors to engage sponsors in other meaningful ways, like sponsor-hosted events, in-kind donations or special events, etc.
  - Leading Light Awards Director to chair the Sponsorship Committee (in even years).

### **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.

- 20-25 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.