



CORPORATE ENGAGEMENT DIRECTOR:

As the Corporate Engagement Director, you are primarily responsible for obtaining corporate sponsorships, which allow us to achieve our mission and maximize our impact in the community.

The Corporate Engagement Director role is a volunteer, voting position on the Board of Directors.

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.
- Build and 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).
- 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.

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

