



HARD HATTED WOMEN

Matching Female Talent to Industry Demand

Hard Hatted Women Executive Director Position

Since 1979, Hard Hatted Women (HHW) has engaged industry and community leaders to match women who need lifelong careers with employers who need a qualified, skilled workforce. Our work engages women and girls in critical STEM pathways (Science, Technology, Engineering and Math) that strengthen the economic competitiveness of communities and the financial security of families.

Growing numbers of employers recognize women as an untapped talent pool and turn to HHW for solutions. HHW crafts customized strategies to meet industry demand. By harnessing the collective power of volunteers, business and educational partners, HHW provides women and girls a full range of career options, networks of support, and the confidence and skills to succeed.

Hard Hatted Women is a non-profit organization with over thirty years of experience empowering women to achieve economic independence by creating workplace diversity in trade and technical fields. With a focus on education, training, networking and policy initiatives, HHW works to create systemic change through community, state, and regional channels. Our projects, programs, services, and initiatives are all influenced by the belief that economically independent women mean self-sufficient families.

Key components of Hard Hatted Women's business model includes: 1. Building a national database of qualified women candidates and mentors. 2. Expanding HHW work with business clients and educational partners who recognize the benefits of a diverse talent pool and who embrace a 21st century workforce. 3. Engaging girls at a critical time – middle school – and keeping them engaged through high school and beyond to build and maintain a talent pipeline.

HHW meets the needs of: 1. EMPLOYERS seeking to attract and retain qualified workers. HHW crafts customized strategies to meet industry demand, and convenes partners who play a vital role in the attraction and retention of female talent. 2. EDUCATORS seeking high program completion rates aligned with employment opportunity. HHW supports women along the entire career pathway, including identifying and completing needed technical training. HHW partners with community colleges and career and technical centers to collaborate on curriculum, assessment, and career counseling. 3. WOMEN AND GIRLS seeking careers that provide long-term economic security.

***Hard Hatted Women's mission is to accelerate women's advancement in high demand careers.
4415 Euclid Avenue, Suite 301-Cleveland, Ohio 44113***



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POSITION SUMMARY

The Executive Director is responsible for the vision, leadership, management, and direction of Hard Hatted Women. He or she will ensure that it achieves its mission: *“to accelerate women’s advancement in high-demand careers.”* The position reports to the **board of directors**.

The Executive Director oversees all program and business development, operations, planning, financial management, and fundraising needed to develop, promote, and execute Hard Hatted Women’s programs and services. The annual operating budget ranges between \$550 and 590K; philanthropy is the source of 100% of all Hard Hatted Women funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

LEADERSHIP: Provides strategic leadership in collaboration with the Board of Directors to ensure Hard Hatted Women is in movement to diversify our funding streams and grow our client-based services. Leads the **annual planning** and budgeting process as well as **strategic planning**.

FUNDRAISING: Cultivates strong relationships with individual donors and foundations **to raise at least \$200K per annum**. Experience and skills in fundraising are a key requirement, and maintenance of day to day financial operations.

RELATIONSHIP BUILDING AND MARKETING: Builds strong relationships with clients and supporters; Represents Hard Hatted Women publicly through speaking and writing.

CLIENT SERVICES DEVELOPMENT AND IMPACT ASSESSMENT: Oversees client services to ensure alignment with mission, funding model and achievement of positive social impact.

EXPERIENCE & SKILLS REQUIRED

- **Proven success in nonprofit fundraising** with both individual donors and foundations.
- Experience building and managing a non-profit organization with a focus on **innovative approaches to online advocacy**.
- Strong leadership experience in management with staff and volunteers.
- **Business strategy and planning expertise**, including experience developing plans with **measurable outcomes**.
- Marketing, **public speaking**, and promoting services to women and employers.
- **Passion for improving the diversity of the workforce by increasing female representation**.
- Ability to work well with and **inspire trust** from diverse staff, clients, donors and community at large.

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EDUCATION

An undergraduate degree is required. An MBA or MPA, although not required, is highly desirable.

COMPUTER SKILLS REQUIRED

Microsoft Office 2007, Quickbooks 2009, Internet Social Networking, and Website Management

POSTING:

Applicants will be accepted from January 22, 2012 through February 22, 2012 and interviews are on a rolling basis.

COMPENSATION:

Negotiable and based on experience

Applicants are required to submit a resume and one successful grant application authored by the applicant.

All submissions and inquiries may be made to:

info@hardhattedwomen.org

Please no phone calls or faxed resumes.



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Hard Hatted Women is currently seeking an Executive Director who will lead the organization into the next phase of accelerated growth. This is a high-profile, high-energy position, and requires an individual comfortable working with a wide variety of community interests, including organized labor, tradeswomen, contractors, educational institutions, professional positions, government officials, and business leaders. Fundraising at higher levels than previously achieved will be required to successfully achieve execution of the strategic plan. The Hard Hatted Women Executive Director will lead a dynamic and committed staff and consult the Board of Directors on operational activities.

Job Requirements/Experience:

- Bachelor's degree including 5 years experience in a leadership role, non-profit preferred
- Proven experience in the areas of fundraising, grants management, and outreach; experience with grant proposal and government fund acquisition is required.
- Successful and practical experience in program development, implementation, and sustainability
- Previous experience in dealing with the creation of an annual budget and successful adherence to such budget
- Excellent verbal and written communication skills; must be comfortable with public speaking and presentations
- Computer literate with MS Office package products including Power Point and Excel. Database knowledge would be beneficial
- Experience utilizing and working with VISTA resources.

Job Responsibilities:

- Report to and work with the Board of Directors and Board Committees to carry out the mission of the organization.
- Serves as the cornerstone of the organization assuring that mission, programs, and services are consistently presented in a strong, positive image
- Sets the course to focus and lead the staff/volunteers to achieve the organization's philosophy, mission, and strategy, and to meet its annual objectives and goals
- Serves as the champion of organization to develop, implement, and sustain programs to serve our clients and stakeholders
- Manages overall operations of the organization to ensure alignment with mission, advises staff on functionality of day to day operations and address performance of staff
- Liaison between HHW, current and potential donors including foundations, government entities and private individuals to maintain current relationships and cultivate new relationships.
- Ensures that HHW is in compliance with any government or private grant programs to achieve goals set forth by the agreements.
- Oversees fund development planning, implementation and follow up. Strategic planning is different than fund development planning, though elements of a fundraising plan might be included in strategic planning.
- Formulates and administers all relevant policies and procedures responsible for the effective operations of the agency, and ensures compliance with federal, state, and other local laws and regulations.

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- Maintain financial responsibility for organization including budget management and adjustment within all applicable laws and regulations.

Salary is commensurate with experience. To apply email your resume with successful grant writing proposal and cover letter including salary expectations and history to board@hardhattedwomen.org. Please have the subject line refer to Executive Director Position.