



How Women Lead

How Women Invest

Director of Venture Disruption

Organization Overview:

How Women Lead is at the center of the movement to disrupt antiquated, unequal systems by propelling women into even greater leadership roles and increasing opportunities for all women. We provide a platform for women to connect, learn, find purpose, and make an impact. By training and connecting diverse women executives from the corporate, public, and philanthropic sectors, How Women Lead enables women to become catalysts for change.

How Women Invest is both our venture firm and our program to disrupt the unequal investment landscape in which only 2% of venture funding goes to women. We envision a world where female-founded companies have the capital, mentorship, and connections required to catapult their businesses to success.

Job Title: How Women Invest Director of Venture Disruption

Details: Full-time, remote work, expected to work on Pacific time zone

Reports to: Chief Executive Officer

Salary: \$100,000-120,000

Overview:

This director drives a number of work streams in the effort to disrupt the venture capital landscape. This role is designed for a self-motivated and ambitious individual who is passionate about propelling female-founded businesses forward, bringing many more women investors into the early-stage sectors, and changing the venture capital culture towards greater equity and diversity.

Job Duties and Responsibilities (including but not limited to):

- Drive our efforts to engage 10,000 new women investors in venture through our own network of 16,000 women, partnerships with 20-40 organizations, engaging new audiences and recruiting venture capital fund participants.
- Own end-to-end planning, project management and execution of national education and marketing campaigns aimed at women accredited investors including emails, webinars, media, speaking engagements, and other marketing efforts in collaboration with the How Women Lead marketing team
- Recruit, manage, and inspire a team of volunteer ambassadors to amplify campaigns to disrupt venture capital and engage 10,000 new women investors. Act as primary motivator and point of contact for all communications, volunteer meetings, volunteer led events and volunteer activities.
- Manage timely delivery of campaign progress reports
- Ensure campaign strategies are implemented in concert with and complementary to existing initiatives and larger organizational goals
- Ensure that the campaign remains a top organizational priority
- Strategize with the How Women Lead marketing team to develop and review monthly How Women Invest newsletter content.
- Cultivate strong strategic relationships and advance partnerships with other actors in the venture ecosystem including VC firms, professional associations, publications, and individual investors to collaborate on mission-related projects, movement building, and awareness
- Define and take action on inspiring behavior change by asset allocators to invest more in women's funds; support research, writing and a conference
- Work with research firm(s) to envision, implement and promote results of research
- Plan and execute all aspects of regular monthly and quarterly How Women Invest events including setting agenda, topics, recruiting and communicating with speakers and hosts, developing event descriptions and collateral for marketing purposes. Supervise How Women Invest Event & Community Coordinator.
- Work with policy makers on legislative initiatives that move capital to women founders and VCs
- Manage and cultivate committee of national leaders

Additional Expectations:

- Attend selected in-person and virtual How Women Lead events
- Availability during regular PST business hours, and flexibility during evenings and weekends as needed to attend events or peak periods of work

- Availability to work remotely with colleagues at different locations
- Be ready to take initiative to dive in and do the work. You will be an implementer and executor of ideas as much as a work-flow and project manager.
- Access to personal computer & phone

Skills and Abilities:

- Project management and project execution experience required
- Familiarity with venture capital and investing terminology
- Excellent organizational skills, attention to detail, accuracy, time management, project management and ability to manage-up
- Passion for building infrastructure and processes to ensure operational excellence
- Extraordinary agility and ability to flourish in a fast-paced environment, enthusiasm for taking initiative and problem solving, and excellent judgment and decision making skills
- Professional demeanor with senior leaders
- Strong written and verbal communication skills

Education and Experience:

- An accomplished track record of at least 7-10 years in project management
- Building and managing partnerships and teams of volunteers
- Knowledge and commitment to women's leadership
- Proficiency in Microsoft Office Suite and Google Applications
- Familiarity with Salesforce, Airtable, Basecamp, Dropbox, Box, and Wix

How to Apply:

To apply, please email your resume and cover letter to talent@howwomenlead.com
Please write- YOUR NAME - Director of Venture Disruption” in the subject of the email. Only candidates who have been selected for an interview will be contacted.

How Women Lead is committed to diversity and practicing equal opportunity employment in recruiting and hiring. Qualified candidates from all backgrounds are encouraged to apply.