



How Women Lead

Women on Boards Program Manager

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.

Job Title: Women on Boards Program Manager

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

Reports to: Chief Executive Officer

Salary: \$85,000-100,000

Overview:

Manage all aspects of board programming and board opportunity matching for How Women Lead. How Women Lead is a network of 14,000 women. Nearly 1,000 have gone through our board readiness programs; 3,000 have participated in board related events with 400 women board directors volunteering their time and engaging in sending the ladder back down to other women. We are seeking a team member who can become versed in the issues related to board membership and drive programming. The Program Manager is a relationship builder who can connect with the women in our networks at the highest levels and inspire them to give their expertise and trust that they will learn, build deep relationships and get new board opportunities.

Responsibilities:

- Build relationships and create partnerships with venture firms, private equity and corporate boards seeking to fill board seats

- Build systems and relationships so that we can promote women board directors for private and public companies and match them with opportunities
- Develop and manage board-related events for the organization throughout the year and lead annual #GetOnBoard Week 5-day conference, including driving program decisions and coordination
 - Securing speakers
 - Identifying topics for events
 - Driving logistics for in-person and virtual events
 - Driving the strategy for Affinity Groups
- Oversee HWL's board readiness workshops including recruitment and management of speakers in collaboration with the facilitator
- Build organizational thought leadership on boards through compelling marketing messaging, ghost writing blogs for the CEO, identifying speaking opportunities and supporting content development on boards

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:

- Excellent organizational skills, attention to detail, accuracy, time management, and ability to prioritize tasks and manage-up
- Ability to flourish in a fast-paced environment, enthusiasm for taking initiative and problem solving, and excellent judgment and decision making skills
- Stand out interpersonal skills, including a professional demeanor with senior leaders, and a great memory and ability to make connections with thought leaders and participants
- Proficient technology skills
- Strong written and verbal communication skills

Ideal Candidate Has:

- Start-up experience and/or is comfortable in a "lean start-up" environment

- Values aligned with How Women Lead's core values; passionate about advancing women's issues
- A collaborative spirit, can work independently, and is a reliable self-starter

How to Apply:

To apply, please email your resume and cover letter to talent@howwomenlead.com. Please write "Women on Boards Program Manager - YOUR NAME" 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.