



## **Job Description: Executive Director (posted May 1, 2009)**

Women of Wind Energy (WoWE) promotes the engagement, professional development, and advancement of women in the wind industry. Founded in 2005 as a program within Windustry, the renewable energy and community wind nonprofit, WoWE has grown to include 21 established and emerging regional chapters in the U.S. and Canada, engaged corporate sponsors, and a network of over 1000 wind energy professionals and supporters. WoWE programs include national networking and recognition events, local chapter activities, and career development and mentoring support. A Steering Committee of seven wind energy leaders currently oversees WoWE administration, supported by temporary loaned staff.

Interest and involvement in WoWE is growing rapidly as the wind industry grows; this is a moment of exciting opportunity to build WoWE's resources, programs, and influence. WoWE is formally incorporating in Washington, D.C. as an independent 501(c)3 and appointing its first Board of Directors. WoWE now seeks a person of exceptional spirit and competence to serve as the first full-time Executive Director, leading this start-up organization at a time of accelerated growth.

### **Key Responsibilities**

- Oversee design and delivery of quality programs and services
- Develop systems and infrastructure to manage operations and finances
- Support the administration of the Board of Directors
- Design and implement an ongoing fundraising and revenue plan, with support from the Board
- Lead annual planning and evaluation, and assist the Board in long-range strategic planning
- Develop volunteer chapter and committee structure and recruit and mobilize volunteer leaders
- Coordinate WoWE marketing, public relations, and communications
- Supervise WoWE staff, contract support, and consultants
- Represent WoWE in the larger wind industry, non-profit, and philanthropy communities
- Travel as necessary to meet with WoWE board members, industry partners, and funders, and to attend national conferences and meetings

### **Skills, Qualifications and Experience Desired**

- Passion for the mission of Women of Wind Energy
- Relevant experience in renewable energy, or related technical or environmental fields
- Entrepreneurial experience in developing a nonprofit organization
- Demonstrated success in attracting charitable donations and sponsorships from individuals, foundations, and businesses
- Experience working with and developing a board of directors
- Strategic and creative thinking and analytical skills
- Ability to interact with, inspire, and connect people from varying backgrounds and views, building effective collaboration toward shared goals
- Outstanding communications skills, both verbal and written
- Technology and computer skills, and conversant with Web-based social networking tools
- A focused and motivated self-starter, with the drive to define and achieve clear goals

### **Please submit letter of interest and résumé to:**

Women of Wind Energy  
c/o Ann Jones-Weinstock, Interim Director  
110 Riggs Road  
Hinesburg, VT 05461