



## JOB DESCRIPTION

**Position Title:** WIN Entrepreneurship Committee Sub-Chair for Seminar and Pitch Program

### **Purpose:**

This is a leadership position to shape and develop the Sub-committee for the development of a Seminar and Pitch Program within the larger context of the WIN Entrepreneurship Committee. As a sub-chair, you will work with a group of volunteers to develop the timing, criteria, format and possible partners for a seminar-type event that is both a learning experience and an opportunity for entrepreneurs at different stages to pitch their venture for funding purposes. This sub-committee seeks to advance WIN's strategic objective goal of increasing the funding for and the number of women-owned ventures.

### **Location:**

Remote

### **Key Responsibilities:**

- Lead your sub-committee to:
  - Identify the need, timing, criteria, and format for a pitch event
  - Develop and implement the event
  - Identify and obtain possible partners
  - Develop KPI's for the work plan
  - Develop a comprehensive budget for the sub-committee and the event
- Provide performance reports to the Entrepreneurship Committee co-chairs in a timely manner
- Assist in marketing and recruitment for your committee
- Develop a succession plan for continuity of efforts
- Collaborate with other WIN Co-Chairs and Entrepreneurship sub-committees

### **Reports to:**

Entrepreneurship Committee Co-chairs

### **Length of Appointment:**

2 years

### **Qualifications :**

- Must be creative and visionary, as the program is in the early stages of development.
- Experience with starting or managing start-up or growth companies; or have experience in the funding and/or advisory of such companies in order to develop vetting criteria.
- Strong understanding of entrepreneurship and the unique challenges faced by female entrepreneurs.
- Proven ability to collaborate, persuade, and lead.
- Must be able to develop and defend a comprehensive budget.
- Ability to commit the necessary time to fulfill the responsibilities of the role.
- Familiarity with the pitch process preferred.
- Experience with event organization desirable.

### **Compensation:**

This is a voluntary position

**Support Provided:**

Assistance from the Executive Director and WIN staff.

Guidance and advocacy from Board Liaison.