



Minimum Qualifications – Executive Director

In preparation for the hiring of a new NAWBO Greater Detroit Executive Director, the Selection Committee has identified the minimum qualifications for the position. The successful candidate will bring many of the following skills and qualities to the role:

- B.A. required, Master's or other advanced degree a significant plus.
- At least three years experience leading a non-profit organization, business ownership or position with similar responsibilities, demonstrating a passion for developing an organization and servicing its members.
 - Must be self-initiating, organized and enjoy performing a wide range of tasks on any given day. (see description of Executive Director's Duties)
 - Proven track record of managing and expanding the impact and visibility of an organization/program.
 - Demonstrated ability to create strategy and manage against strategic goals.
- Demonstrated excellence in organizational, managerial and communication skills as well as fundraising and development skills.
 - Demonstrated ability to fundraise through diverse sources such as grants, corporate sponsorships, individual donors, and events, negotiating effectively with funding sources.
 - Should be well connected in the Southeast Michigan business community, fostering collaboration while building community.
 - Experience in hiring, managing, and evaluating staff as the need arises.
- Computer skills, especially in creation of databases, required. Should be competent in using: Act! (Web version), Constant Contact, Cvent, Project KickStart, Microsoft Office, Google Docs, Google Calendars, Groupsite, Facebook, Website maintenance (lunarpages), Microsoft Office (Word, Excel, PowerPoint), Snag-It, Box.net, QuickBooks
- Must be occasionally available on nights and weekends for events and activities of NAWBO Greater Detroit and related organizations.
- Must have a car and be willing to travel both within the Southeast Michigan region and to occasional meetings within the State of Michigan and elsewhere.