

Job Description: Women Business Leaders, Director

POSITION TITLE: Women Business Leaders (WBL) Director	REPORTS TO: YBL Executive Director	
EMPLOYEE NAME:	EMPLOYEE SIGNATURE	DATE:
DEPARTMENT: Young Business Leaders	APPROVALS (Initials) BY: DATE:	BY: DATE:

POSITION SUMMARY

The role will focus on leading and managing the ministry of Women Business Leaders, focused on reaching working women within the Birmingham area. Responsibilities include: building and establishing relationships with women in the workplace, scheduling and managing group events, arranging guest speakers, organizing small groups, disciple women individually, facilitating and organizing mentor/mentee relationships.

A more expansive list of responsibilities includes, but is not limited to, the following:

- Develop and implement a strategic plan to establish WBL in the Birmingham workplace
- Represent and champion the cause of WBL within the organization to Briarwood Presbyterian Church and Birmingham at large.
- Coordinate training for small group leader and mentor /mentee groups
- Recruit women to participate in small group and mentor/mentee groups
- Facilitate and network with area church leadership and pastors to further reach females in the workplace
- Maintain or delegate maintenance of a strong WBL social media presence
- Secure and maintain necessary support for the ministry, communicating regularly with donors via newsletter, thank you notes and face to face meetings
- Coordinate and facilitate monthly WBL Board meetings: plan agenda, assign personal follow up from previous meetings plans, strategize for future meetings, challenge Board members to own the ministry.
- Engage women in the workplace towards interpersonal Christ centered relationships that offer encouragement, purpose, hope and significance
- Review the budget annually, determining financial support goals, ministry goals and effective overall stewardship of funds

POSITION REQUIREMENTS

EDUCATION

Preference is for a combined background that includes biblical leadership experience, coupled with a bachelor's degree in a field related to business, human resources or communications from an accredited college. Work experience and certifications in the areas of customer service, project management, planning/organizing and leadership will be considered.

KNOWLEDGE

- **Business Experience:** Business experience is preferable. Must relate to all levels of leadership in the business community
- **Ministry Experience:** 5 - 10 years
- **Biblical knowledge,** discipleship, leadership, people skills, communication, administrative skills, trained in evangelism and discipleship
- **Experience with fundraising and/or skillset** that equips candidate to raise funds effectively for Women Business Leaders and candidate's salary

SKILLS

- Strong communication skills - written and verbal
- Managerial skills and analytical thinking
- Fundraising, marketing and networking skills
- Leadership skills- to facilitate and direct Board members, delegating various WBL related responsibilities
- Computer skills- knowledge of relevant software such as Microsoft Word, PowerPoint, Excel, etc.
- Ability to develop, implement and maintain a strong social media ministry presence

PERSONAL AND PROFESSIONAL TRAITS

- Works well within an inter-denominational team environment
- Self-starter and innovator
- Able to delegate well and support a team based approach to ministry
- Creative
- Willing to exemplify a Christ-centered life both personally and professionally