



Armenian International Women's Association

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JOB ANNOUNCEMENT

June 12, 2018

POSITION:	Executive Director
REPORT TO:	Board of Directors
LOCATION:	Boston preferred (some flexibility)
HOURS:	Full time

Organization Overview:

The Armenian International Women's Association, Inc. (AIWA) is at a major juncture in its 25-year history. The changing needs of Armenian women across the globe and the evolution of both Armenia and the Diaspora has made it imperative that AIWA refocus its mission and reevaluate its programs and the audiences it serves. The challenge is great and thus, the opportunity is great. AIWA is excited to bring in new leadership that can effectively pivot the organization and put it on a path for the future.

The Opportunity:

AIWA is seeking a full-time Executive Director who shares its belief that Armenian women are vital contributors to global progress and must be individually and collectively empowered to take action and supported in taking on leadership roles to bring about change in their communities. Given this pivotal time in AIWA's history, AIWA is looking for a game-changer, who must be prepared to significantly grow the organization and align strategies, goals and organizational structure while simultaneously working with the Board to establish stronger governance and create clearer rules and regulations for organizational operations. We are looking for a seasoned and talented management professional who has the knowledge and ability to scale and grow programs or organizations, who has a strong background in fundraising and board development, who can navigate complicated and ambiguous situations and who is passionately prepared to address the exciting challenges facing Armenian women in the 21st century.

The Position:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational management of the organization's programs, budget, staff, and the execution of its mission. The ED will work with the Board to create a strategic plan and goals for all programs, including both short and long-term objectives for AIWA. The candidate may do some work remotely.

AIWA Board of Directors: Ani L. Kharajian, *President*; Carolyn Atinizian, *Vice President/Treasurer*, Sara Janjigian Trifiro, *Vice President/Advancement*, Silva Katchiguian, *Secretary*, Barbara Merguerian, *Clerk/Archives*, Lily Ring Balian, Manoog Kaprielian, Suzanna Khatchatrian, Rachel O. Nadjarian, Anaide Nahikian, Anna Ohanyan, Nicole Vartanian
Emerita: Eva Medzorian, Olga Proudian
Affiliate Presidents: Danielle Galian, *Chicago* • Nicole Nishanian, *Los Angeles* • Zela Astarjian, *New England*
Margaret Janikian, *New Jersey* • Christine Soussa, *San Francisco*



The primary functional areas of the ED are:

- Organizational Strategy
- Resource Development and Fundraising
- Membership
- Community Advocacy
- PR and Social Media

Specifically, the ED will be expected to:

- In conjunction with the Board, develop a marketing plan to guide the operational and fundraising efforts
- In conjunction with the Board, create a master budget and program budgets to be reviewed by the Board and Committees (Finance or other); set revenue goals for donations, grants, endowment gifts, sponsorship and event sales
- Find and implement innovative methods for fundraising and significantly increasing funds from individuals, government and foundations; regularly meet with potential donors
- Develop new and expand existing programs optimizing the latest technology to leverage maximum results
- Research the target audience(s) and refine programs to align with audiences' needs
- Significantly grow the audiences as well as membership
- Develop relationships with non-profit organizations that can benefit AIWA, both nationally and internationally
- Connect with local businesses, elected officials, community leaders and other businesses and organizations to gain support and resources for AIWA programs
- Hire and direct part and full-time staff according to the organization's budget and goals
- Oversee the coordination of all communications both online and offline
- Oversee the recruitment of volunteers and academic internships
- Continuously work with the Board to refine and ratify by-laws, policies and procedures as the organization grows and evolves
- Monitor and report to the Board regarding operations, changes and updates
- Maintain close connection with Affiliates and members, keeping them regularly informed and empowered to drive participation in AIWA in their local communities
- Attend meetings and events as needed (may involve some travel)

The Requirements:

- A preference of 8-10 years' experience in a senior leadership role, including responsibility for overseeing the budget and staff of an organization or substantial program
- Consideration given to 5-10 years for experience in entrepreneurial, new build or start up leadership, and long range planning
- Demonstrated excellence in organizational management and an unwavering commitment to delivering high-quality, relevant programming
- Exceptional time management, with an ability to prioritize both tactical and strategic responsibilities that enable successful management and growth
- An ability to multi-task, seamlessly managing multiple functions, and moving between strategy and implementation easily



- Significant experience developing and managing high-performing teams and cultivating and working effectively with a Board of Directors
- Excellent communication skills, interpersonal skills, and relationship building skills, with the ability to work collaboratively with diverse groups of people
- A deep understanding of AIWA's mission, stakeholder needs and priorities
- Bachelor's degree required and MBA or other relevant graduate degree a plus
- All candidates will be required to submit a 1-3 page plan on how they will lead the organization in the first 6-9 months

Compensation:

- Salary commensurate with experience and qualifications

Application:

- Please send a letter of interest and resume via email to ED@Aiwainternational.org
- Deadline: August 13, 2018