



# World Affairs Council HILTON HEAD

## **Executive Director Position, World Affairs Council of Hilton Head (WACHH)**

The World Affairs Council of Hilton Head is a vibrant community of thoughtful, global thinkers fascinated with international affairs. Our mission is to educate, engage, and inspire our community regarding world affairs. We sponsor speaker events, discussion groups, student education (Model UN and Academic WorldQuest), and other informational programs. Our flagship program, the Distinguished Speaker Program, consists of in-person presentations by 14 nationally and internationally recognized experts on current world affairs topics from October to May.

We were established in 1981 and are a member of the World Affairs Councils of America, the largest nonpartisan, nonprofit grassroots organization in the U.S. dedicated to educating the public on global issues.

**Position Summary:** The priority of the Executive Director will be expanding WACHH's development and marketing programs to rebuild membership and diversify WACHH's revenues from a membership fee-based structure to stronger engagement with business sponsors, other donors, and partners. Additional responsibilities will include ensuring the operational excellence of WACHH's flagship Distinguished Speakers Program and overseeing operations of the organization with substantial support from committees of volunteers. The Executive Director reports to and works closely with the Board of Directors. The position is full-time and in-person (Hilton Head Island), with some remote work possible.

The Ideal candidate will be experienced in marketing and development, highly organized, both strategic and detail-oriented, and an effective communicator with strong connections in the communities of Hilton Head and Bluffton.

**Start Date: January 3, 2023**

### **RESPONSIBILITIES AND ACCOUNTABILITIES**

***1. Play a key role in supporting vibrant and successful WACHH development and marketing programs.***

- Work with Development Committee to identify potential business sponsors, initiate contacts, nurture relationships as well as identify and pursue promising grants.
- Work with Marketing Committee to ensure marketing and branding strategy is implemented for e-mail campaigns, social media, advertisements, and other publicity opportunities.

***2. Maintain a strong community presence to elevate the visibility of WACHH and its programs.***

- Develop and deliver presentations to diverse audiences of potential members and sponsors.
- Meet with prospective partners on how to leverage each other's programs for mutual benefit.

***3. Ensure operational excellence of WACHH's flagship Distinguished Speakers Program***

- Serve as a liaison with the speakers to ensure smooth management of their speaking engagement, transportation, and lodging.
- Coordinate with venues to ensure contracts are in place, and technology needs are met.

#### **4. Collaborate and work effectively with the Board of Directors**

- Participate in Board of Directors and Executive Committee meetings as ex officio member.
- Provide to the Board and Executive Committee strategic and operational advice as well as reports and updates on WACHH performance and priorities.

#### **5. Oversee the operations of WACHH**

- Provide guidance to Committees on their responsibilities and protocols and help align them with needed resources.
- Ensure processes and systems are in place to capture information on the activities of Committees and WACHH overall.
- Ensure sound management of WACHH finances and essential contracts (e.g., space/venues, insurance).
- Supervise staff and contractors to ensure the website is maintained, and administrative activities are effectively completed.

### **QUALIFICATION REQUIREMENTS**

#### **Knowledge, Experience, and Competencies**

1. **Substantial experience implementing nonprofit growth strategies** with demonstrated fundraising, grant writing, marketing, and/or partnership-building success.
2. **Management and organizational skills** – ability to set priorities, pay attention to details, and toggle from one activity to another. Understands what it takes to lead a highly professional nonprofit organization with multiple and diverse programs that are run by volunteers.
3. **Strong communication and interpersonal skills.** Has a strong presence when delivering presentations to diverse audiences, is articulate, writes well, and is easy to work with.
4. **Demonstrated leadership skills** – Initiates program improvements, knows how to delegate effectively to and motivate others, exercises good judgment, and is forward-thinking and strategic.
5. **Understands the capacity of technology and is able to proficiently use MicroSoft Office, Zoom, Vimeo, Google Workspace, and e-mail management programs.**

#### **Desired Qualifications**

- Bachelor Degree
- Understanding of the Hilton Head Island and Bluffton business environment and connections in the community.
- Proficiency in graphic design (e.g., Canva or comparable) is desirable.

WACHH supports the ideals of diversity, inclusion, equity, and social justice. We embrace a diversity of identity, experience, and thought and are committed to creating an inclusive and respectful environment for all our members, program participants, and staff, free of discrimination and harassment.

#### **To Apply**

Please e-mail a **cover letter** and **resume** to [vicepresident@wachh.org](mailto:vicepresident@wachh.org) with “Executive Director Application” in the subject line.