



## Job Description

**Job Title:** Head of Corporate Relations and Member Engagement

**Department:** Member Business Development and Engagement

**Location:** Washington, DC – Metropolitan Area, Remote

**Supervisor:** Chief Strategy Officer and Head of Global Markets

**FLSA Status:** Exempt

To apply for this career opportunity, click here: [[APPLY](#)]

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### Position Overview

WEConnect International has been growing steadily and is now seeking to dramatically accelerate growth. Therefore, the position requires that the individual is mission-focused, collaborative, creative, self-motivated, adaptable, and process minded. The Head of Corporate Relations and Member Engagement key responsibility is growing global and market membership (buyers), including:

### POSITION RESPONSIBILITIES

#### 1. Membership Recruitment and Development

- a. The key focus is Business Development to secure more member buyers.
- b. Grow the membership base, global, regional, and local, to ensure a viable, vibrant and sustainable organization, through both direct efforts and facilitation through member and WEConnect International team efforts, with a special focus on corporations, but also including government agencies and multilateral institutions.
- c. Work with and support regional and market teams to establish and implement member recruitment goals and member engagement.
- d. Promote the business case for inclusive sourcing by incorporating trends and innovation at the global, regional, and local levels, including travel and participation in regional and local SD&I events.
- e. Assist with establishing WEConnect International as the key global membership organization for large corporations and organizations active in global inclusive supply chain development and inclusion, with KPIs developed to support efforts and membership pricing.

- f. Ensure a high level of customer service and engagement with member buyers.
- g. Manage and grow strategic relationships with all key SD&I certification organizations.
- h. Lead efforts to recruit members as sponsors for global, regional and market WEConnect International events.
- i. Guide efforts to develop and implement collateral and sponsorship marketing tools.

**2. Lead and Manage the Membership Team**

- a. Lead the Membership Accounts and BD teams, providing guidance and support to grow and engage membership.
- b. Play a key role in supporting the professional development of team members.

**3. Strategic Planning**

- a. Develop Annual membership strategic plan to establish membership goals, and measurable targets.
- b. Review and improve services provided to members as part of continuous improvement.
- c. Provide projections and budgets for member related revenues and expenditures.

**4. Promotion and Awareness**

- a. Develop and maintain strong relationships with all key supplier diversity and diversity-related organizations, actively promoting collaboration.
- b. Assist in building and developing the organization's profile in the media and with key stakeholders where appropriate.
- c. Develop and maintain effective networks and maintain a high profile with WEConnect International's potential and current members.

**5. Effective Organizational Management and Development**

- a. Support work with all key internal and external stakeholders to promote equality, and maintain a culture of quality management, professional accountability, and self-management.
- b. Work with the Accounting team to ensure timely invoicing of membership fees and sponsorships.

**6. Sustainability**

- a. Be entrepreneurial in delivering objectives and support continuous improvement and change.
- b. Maintain a high level of knowledge and understanding of the issues relevant to women's business ownership, and best practices in supplier chain development.

**7. Support Grant Funding**

- a. Help identify potential grant funding opportunities and share leads with the Development team.
- b. Support funding opportunities, grants, and contributions for the growth of WEConnect International

**8. Global Responsibilities**

- a. Work closely with WEConnect International supporting organizations on membership development and sustainability of its global network.

**9. Other**

- a. Undertake any other duties which may from time to time be required; this job description is not intended to be either prescriptive or exhaustive but is issued as a general guideline to the main areas of responsibilities.

**Key Qualifications**

- Bachelor's degree preferred.
- Minimum of 15 years business training and experience, focused on business development.
- Minimum of 5 years of supplier diversity and inclusion program management experience
- Wide corporate network and demonstrated ability to recruit new member buyers.
- Must demonstrate a proven track record of strategic management responsibility, team building and leadership.
- Passion for promoting gender equality in business.
- Entrepreneurial experience a plus.
- Must have experience with relationship management with multinational corporations.
- Must have knowledge and experience with supply chain procurement systems and processes nationally and internationally.
- Demonstrate the ability to develop and manage budgets, keeping expenses within the budget.
- Develop and report on KPIs and progress.
- Be a skilled networker and partnership player to develop relationships, with the ability to influence others.
- Proficient with Microsoft Office.
- Must demonstrate the ability to develop and manage marketing plans resulting in revenue generation.
- Ability to deliver presentations to a wide variety of audiences, especially procurement experts.



- Excellent written and oral communication skills.
- Ability to work alone and as part of a team.
- Demonstrate effective research skills.
- Awareness of issues affecting the SME sector, particularly the specific barriers faced by women business owners.
- A 'self-starter' with excellent motivational skills, enthusiasm, and vision.
- Sound judgment and good critical thinking skills.
- A flexible approach to work.
- Ability to develop, communicate and report results in a timely basis.

### Organization Information

WEConnect International, a corporate-led global non-profit, helps build sustainable communities by empowering women business owners to succeed in local and global markets. WEConnect International has since 2009 provided business education, certification, and business connections to businesses based outside the United States that are at least 51 percent owned, managed, and controlled by one or more women. WEConnect International corporate members represent over \$4 trillion in annual purchasing power and are true pioneers in inclusive sourcing and global supplier development.

[www.WEConnectInternational.org](http://www.WEConnectInternational.org)

### Core Values and Culture

As we continue to grow our impact, WEConnect International will attract and hold accountable members, partners, staff, and stakeholders based on these core values, which help to define our culture, brand, and operational strategies.

- Embrace Diversity and Inclusion to Unleash Potential
- Demonstrate Passion for Women's Economic Empowerment
- Make a Positive Difference in the World
- Deliver Stakeholder Value
- Exemplify Integrity in Everything We Do
- Pursue Teamwork with a Shared Vision and Purpose

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law in the United States.