ENTREPRENEURSHIP PROGRAM DIRECTOR Role Description

ENTREPRENEURSHIP (E) is one of the critical programs of PWI network and a key component of our value proposition. The E Director is responsible for the end to end E Program within our city network. She/he is responsible for the structure, content, execution, continuous improvement and administration of all E activities, in line with the strategy and the focus areas as defined by the PWI board for the year.

Responsibilities

- Manages the end to end Program to ensure quality and customer satisfaction. Defines the E agenda for the full year in line with the strategic objectives and in close collaboration with other programs.
- Actively collaborates with other Ex Com and board members, as well as with PWN Global on program related initiatives, providing input and feedback
- Recruits an engaged volunteer committee to assist with above activities and manages annual program budget.
- Defines and manages the performance indicators of the E Program, including evaluation of feedback through surveys, provides ongoing reports and stats relating to the program.
- Positions E as a pool for recruiting new members and is responsible of achieving the set conversion rate from potentials into new members
- Strong engagement with members at all steps of the activities

Time Commitment: *Approx. 4 hours per week (variable and dependent on activities)*

Background and Experience

- A minimum of 10 years of progressively relevant experience in various environments, preferably in an international environment.
- An excellent communicator with leadership experience

- Demonstrated experience in projects and entrepreneurial environment, with strong attention to detail

- Strong networking skills
- Dedicated and energetic with a sense of diplomacy
- Committed team member with ability to work autonomously
- Working across cultures and fluency in English is essential
- Familiar with leveraging online tools and an ability to be trained on web platforms, including Survey Monkey, Go to Meeting and the current web platforms