



Membership & Communications Manager

Reports To: The Membership & Communications Manager will report to the President. If the President position is vacant, the position will report to the Chair of the Board of Directors.

Job Overview: Primarily responsible for managing the WCBA's Member and Ambassador relationships as well as communications to WCBA's larger audience, the *Membership & Communications Manager* plays a key role in helping WCBA attain its Member recruitment and retention goals. Most of the Director's responsibilities can be completed remotely; however, the Director will need to be based in the Nashville, TN area in order to be available to conduct in person meetings, attend WCBA events, and periodically present to the Board of Directors. This is a part-time Contractor position expected to require approximately 10 hours/ week to start with the potential to grow into a permanent position.

Responsibilities and Duties:

The *Membership & Communications Manager's* success depends on their ability to establish and maintain positive relationships, communicate effectively, and shepherd a growing community. This is expected to be accomplished through:

- Crafting and distributing routine communications (e.g. newsletter, event invitations, surveys, welcome letter, etc.) through multiple mediums (e.g. Hubspot, Gmail, Facebook, etc.)
- Introducing new Members to their benefits and engaging existing Members so they get value from their Membership
- Helping WCBA package and promote educational content and learning opportunities (e.g. monthly recommended reading, Partner resources, online video course, etc)
- Making preparations to ensure event attendees have an enjoyable experience (e.g. they have event parking information, smooth registration, recognition of Sponsors, Donors and other VIPs, the event space and refreshments ready, after-event follow-up, etc.)
- Supporting the Ambassadors, including education and engagement efforts
- Educating WCBA's larger audience (potential Volunteers, Donors and Sponsors) about opportunities to get involved

Qualifications:

Candidates must:

- Be fluent in English
- Reside in the greater Nashville, TN area
- Have reliable transportation
- Own a personal computer with internet access
- Have excellent writing and communication skills
- Be familiar with software/tools such as Word and Excel



The successful candidate will have experience with/in:

- Marketing and communications in a non-profit setting
- Business and Marketing software/ tools including Hubspot, Google suite (Gmail, Google Drive, Google docs, etc.), Facebook, Twitter, LinkedIn, Instagram
- Wix website builder – events and member areas
- Building and maintaining relationships to grow a community of people around a common interest

Although not required, preference will be given to candidates with experience with/in:

- Private investing (particularly early stage investing)
- Social media engagement
- Fundraising and/or Donor recruitment
- Grant writing

About Women Can Be Angels (WCBA)

Women Can Be Angels, Inc. (WCBA) is an educational 501(c)3 dedicated to advancing Angel investing awareness among women in order to evaluate it as an option in their overall wealth management strategy. We believe this will result in the betterment of both women's financial strength and the innovation ecosystem which is dependent upon early-stage investments.

We do this by offering access to online programming, educational events and resources directly or through Partners to women who currently qualify as Angels and those who expect to meet Angel criteria within 3 -5 years. We do not invest, recommend specific investments, or endorse specific investing organizations. We only educate.

WCBA is the result of a grass-roots effort which began in 2016 when our Founder Karen Thomas thought it was odd that so few women were attending Angel investing events and in speaking to her friends and colleagues about it, discovered that many Angel-eligible women simply were not aware of Angel investing. The spread of support for an independent organization focused on Angel awareness and education for women, led to the formal incorporation as a non-profit in 2018. Today WCBA has almost 70 active Members, 5 Ambassadors, and an audience of over 300 investors and other supporters in the southeastern region.

To Apply

Apply on our website at www.WomenCanBeAngels.org/Apply