

## Leadership Roles

**Chair/Co-Chair/Chair Elect:** Increase the impact of 100 Women Strong's work by building and sustaining a strong and active membership and Leadership Team. Advocate on behalf of the organization, the giving circle approach, and strategic grantmaking in local and national venues. Develop and mentor the next generation of leadership. Plan the annual calendar and retreat for the Leadership Team, and upon conclusion of term, lead the succession planning and voting process.

**Internal Communications Lead:** In collaboration with other teams, develop/update the Member Handbook, the calendar and newsletter content and other communications to members to ensure they are invited to participate in a timely manner. Train and ensure appropriate use of internal leadership communications tech (asana, donordock).

**External Communications Lead:** In collaboration with CFF and internal communications lead, develop and activate social media, PR and external communications plans to increase the visibility of grants, grantees and networking opportunities in a timely and engaging manner.

**Chair/Co-Chair - Research & Grants:** Lead development and implementation of research and grants, including determining the focus area, member learning, and community grant investments in a manner that is clear and engaging to membership. Review and update the research and grants process for the Member Handbook as needed.

**Impact Lead, Research & Grants:** With guidance from Research & Grants Chair, conduct background research on key issues and help to develop the focus area for investment. Develop member focus area workshops and membership engagement surveys.

**Grant Development Lead, Research & Grants:** With guidance from Research & Grants Chair and in partnership with CFF and community nonprofits, lead development of annual Impact Grant and Community Grants. Collaborate with Communications leads to ensure members are engaged in the grant development process.

**Grantee Relations Lead, Research & Grants:** In partnership with Research & Grants Chair and CFF, engage past grantees, track activity and performance of past grants. Collaborate with Communications leads to ensure previous grantees are included in 100 Women Strong events and communications.

**Chair/Co-Chair – Membership and Outreach:** Lead an outreach and member engagement strategy that increases our membership so that we may increase our collective giving impact. Collaborate with CFF on a member engagement strategy and CRM.

**Chair/Co-Chair – Membership:** Develop and implement new member welcome and current member engagement strategies to increase retention. Maintain and grow the membership database. Collaborate with Research & Grants Impact lead to gather member feedback, intent to return, renew and engage.

**Chair/Co-Chair - Outreach and Growth:** Actively engage the greater Orlando community and advocate on behalf of 100 Women Strong to develop and implement prospect, participate in events, and network with community partners to grow 100 Women Strong membership. Partner with Membership team to ensure a warm handoff from prospect to member.

**Chair/Co-Chair – Events:** Plan and implement engaging events that support our grantmaking, membership and outreach goals. Collaborate with communications leads to promote events well in advance.

**Ex Officio/ Advisors:** Past Chairs and VP Strategic Initiatives at CFF are available to advise and connect Leadership Team as needed.