**ASSOCIATION OF WASHINGTON BUSINESS**

**Position Description—Executive Director**

**Position:** AWB Institute 501(c)(3) Executive Director

**Position Status:** Exempt

**Salary Range:** $115,000 - $140,000 DOE

**Supervision:** Reports directly to AWB President & CEO

### ****Position Purpose****

The Association of Washington Business Institute (AWBI) seeks a visionary and strategic Executive Director to lead the organization in advancing a long-term vision for Washington’s economy. The ideal candidate possesses a strong background in nonprofit leadership, economic development, strategic planning, fundraising and stakeholder engagement.

### ****Performance Expectations****

* Be a visionary leader and strategic thinker.
* Advance and deliver AWBI strategic and organizational priorities.
* Ensure financial sustainability through effective program management, budgeting, grant management, and fundraising efforts.
* Effectively communicate with key stakeholders, including business leaders, policymakers, and workforce partners.
* Lead Washington in the Making 2040 programming and annual reporting
* Integrate AWBI programs into AWB events and initiatives where appropriate.
* Provide high-level oversight of AWBI programs.
* Lead a collaborative and high-performing team, fostering a culture of innovation and impact.
* Represent AWBI at public events, legislative sessions, and industry forums.
* Connect, engage across all units and departments of AWB.

### ****Job Duties****

* Shape and execute a strategic vision for growth and impact.
* Build and maintain vital partnerships.
* Deliver strategic, programmatic and operational goals
* Develop and execute a strategic vision for AWBI’s future growth and impact.
* Cultivate partnerships with government agencies, businesses, and educational institutions to advance AWBI’s mission.
* Oversee grant-funded programs and ensure compliance with deliverables.
* Drive fundraising and sponsorship development to expand AWBI’s reach and sustainability.
* Lead grant reporting, financial oversight, and board engagement activities.
* Support AWBI Board members in advancing the Institute’s strategic agenda.
* Develop and implement evaluation metrics to measure program success and areas for improvement.
* Identify and implement innovative opportunities to expand AWBI’s programs and impact.
* Provide executive oversight of AWBI’s signature initiatives, such as Washington in the Making 2040, the Civics Bee, Workforce Portal and Childcare programs.
* Ensure effective governance, board development, and operational management of AWBI.
* Collaborate closely with AWB president & CEO and senior staff.
* Oversee AWB Institute staff and contractors.
* Coordinate with Government Affairs policy team as appropriate or required.
* Perform other duties as assigned by the AWB CEO.

### ****Qualifications****

* Bachelor’s degree in relevant field (Master’s preferred).
* Minimum of 5 years of leadership experience in a nonprofit, economic development or other strategic stakeholder engagement role.
* Proven track record in fundraising, grant writing, and financial management.
* Strong strategic planning and program development skills.
* Excellent public speaking, communication, and relationship-building abilities.
* Knowledge of workforce development trends, economic research, and business-education partnerships.
* Proficiency in Microsoft Office and familiarity with CRM and project management tools.

### ****Benefits****

* Medical, dental, and vision insurance
* Disability & life insurance / LTC
* 401(k)

This is a unique opportunity for a dynamic leader to shape the future of workforce and economic development in Washington State. If you are passionate about making a statewide impact, we encourage you to apply.

**Note**: Please send resumes with a cover letter to Bonnie Millikan at [bonniem@awb.org](mailto:bonniem@awb.org) by COB on Monday, Aug. 11, 2025