

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.
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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.
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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.
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Benefits

- Medical, dental, and vision insurance
 - Disability & life insurance / LTC
 - 401(k)
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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 by COB on Monday, Aug. 11, 2025