EXECUTIVE DIRECTOR

Women Education Leaders in Virginia (WELV)

Location: Virginia (hybrid/remote) | Contract Position | Reports to: WELV Board of Directors

About WELV

Women Education Leaders in Virginia (WELV) is a statewide organization dedicated to advancing, connecting, and championing women in K-12 education leadership across the Commonwealth. Through an annual signature conference, a growing community of LeadHERs, original publications, mentorship programming, and year-round content and advocacy, WELV works to close the confidence gap and build a pipeline of women ready to lead at every level of Virginia public education.

Position Summary

WELV is seeking a visionary, relationship-driven Executive Director to lead the organization into its next chapter. The Executive Director serves as the face and driving force of WELV — setting strategic direction, growing and stewarding the LeadHER community, securing the partnerships and sponsorships that fund the organization's work, and ensuring WELV's signature annual conference and programming reflect the caliber and heart of the organization's mission. This is an opportunity to lead an organization with real momentum and a devoted community, and to shape what its next season of growth looks like.

This is a Virginia based contract position with flexible, self-directed part time hours that scale with WELV's programming calendar — busier around the annual conference and key initiatives.

Key Responsibilities

- Set and advance WELV's strategic vision in partnership with the Board of Directors.
- Plan and execute WELV's annual conference, including securing keynote and Ignite speakers, curating session content, and managing logistics and vendors.
- Cultivate and manage corporate and community partnerships and sponsorships, including stewarding relationships across all partnership levels.
- Grow and engage the WELV membership community (LeadHERs) through programming, communication, and mentorship opportunities.
- Oversee WELV's brand, content, and communications, including social media presence and original publications and member offerings.
- Manage WELV's budget and financial health in partnership with the Board, including grant and sponsorship revenue.
- Represent WELV publicly at events, in the media, and in partnership with allied education and civic organizations across Virginia.
- Support Board governance, including regular reporting, meeting preparation, and strategic planning facilitation.
- Supervise any additional staff, contractors, or volunteers supporting WELV's work.

Qualifications

- Experience in K-12 education leadership, nonprofit/association management, or a related field.
- Demonstrated success in fundraising, sponsorship development, or partnership cultivation.
- Strong event planning and program management experience, ideally including conference or large-event execution.

- Excellent written and verbal communication skills, with the ability to represent the organization publicly and persuasively.
- A genuine passion for advancing women in educational leadership and building community among LeadHERs.
- WELV membership preferred.
- Bachelor's degree required; advanced degree in education, leadership, or a related field preferred.
- Experience working with or reporting to a volunteer Board of Directors preferred.

To Apply

Interested candidates should submit a cover letter, resume, and three professional references (letters of reference from previous roles are acceptable, or contact information for references) to **thaleywelv@gmail.com** by **November 20, 2026**.

Please direct questions to **Terrie Haley**, WELV President, at the email above.