



**EXECUTIVE DIRECTOR**  
**REACHING OUT MBA**  
**REMOTE LOCATION**



**REACHING OUT**

Aspen Leadership Group is proud to partner with Reaching Out MBA in the search for an Executive Director.

The Executive Director will be responsible for the overall management of the organization, in partnership with the Board of Directors, including oversight and evolution of the organization's strategic direction, its brand and reputation, programs, human capital, finances, and all day-to-day management and operations.

Reaching Out MBA (ROMBA) is a community of LGBTQ+ MBAs and other business professionals with ever-growing diversity in sexual orientations, gender identities, and races and ethnicities. One of the strengths of ROMBA is its community's unique perspective and intersectionality of identities across underrepresented groups.

Reaching Out MBA is on a mission to increase the influence of the LGBTQ+ community in business by educating, inspiring, and connecting MBA students and alumni. ROMBA grew out of an idea of students attending Harvard and Yale Business Schools to bring LGBTQ+ business students together in 1999. This became the first ROMBA Conference that brought together 100 students from six schools and has since grown into a dynamic set of programs that support thousands of LGBTQ+ MBAs and alumni each year. In 2004, ROMBA became a 501(c)(3) nonprofit and formed a Board of Directors.

Over the years, the influence of Reaching Out MBA has grown exponentially, with more than 1,600 MBAs, professionals, and partner attendees at the annual ROMBA conference. The organization now has grown to offer programming and fellowships aimed at inspiring an increased presence of LGBTQ+ community in the world of business. Among the ways in which ROMBA achieves its mission is through the ROMBA Fellowship, which is a national scholarship program that launched in 2014 and today partners with 70 business schools and corporate partners.

Led by a team of professionals with a history of involvement with organizations working with the LGBTQ+ community, Reaching Out MBA continues to thrive with the support of a dedicated Board of Directors. In addition, ROMBA relies on the support of student organizers to help develop relevant and timely programming. New groups of student organizers and young professionals are chosen to form diverse leadership teams that drive the content and innovation of ROMBA, the Club Leadership Summit, and the annual Out Women in Business conference. Together with the Reaching Out staff, these teams are responsible for setting themes and developing content and innovative event formats.

## **REPORTING RELATIONSHIPS**

The Executive Director will report to the Board of Directors, led by President Liz Zale. The Executive Director will oversee a team currently comprised of four full-time staff, with additional part-time support with deep experience in Reaching Out MBA event production and execution. The Program Director and Development Director report to the Executive Director.

## **FROM THE PRESIDENT**

*After close to six years of success growing our programs and impact, our valued Executive Director is ready for a new challenge, and we are seeking the next Executive Director to lead our highly regarded and well-funded organization and our dedicated staff.*

*Reaching Out MBA seeks to increase the influence of the LGBTQ+ community in business by educating, inspiring, and connecting MBA students and alumni. We believe that LGBTQ+ representation is key to businesses supporting members of our community as employees and as customers and is part of how we achieve goals of access to opportunity, fair and equitable treatment, and recognition of our unique and diverse experiences and needs. We deliver on this mission by building a community of LGBTQ+ professionals over the past 25 years through programs such as the ROMBA Conference, Out Women in Business (OWIB), Prospective MBA Summit, Club Leadership Summit, our ROMBA Fellowship program in partnership with 70+ leading business schools, and Summer Treks and Regional Events. Every year we bring together the world's largest gathering of ~1200 LGBTQ+ MBAs that proudly represents and celebrates the beautiful diversity of our community. Our highly-rated programs provide unparalleled career and recruiting opportunities and support personal and professional development for LGBTQ+ business students and professionals—and we have fun too!*

*Our next Executive Director will embrace this highly visible and influential role to build on a track record of impact in collaboration with a small but mighty team, a committed Board, and a ready supply of student organizers whose creativity and ideas help shape our programming, with the benefit of a strong financial position and ongoing support from a loyal group of dozens of corporate partners and a growing individual donor base. As we embark on a strategy to further expand our programming and engagement with more alumni and other LGBTQ+ professionals, the Board is excited to welcome your ideas and consider ways to increase our organization's reach and continue toward achieving our long-term vision of an LGBTQ+ executive in every C-suite. We are here to partner with you in our shared passion for supporting and advancing the diverse members of the LGBTQ+ business community.*

—Liz Zale, President, Board of Directors

## **REACHING OUT MBA'S COMMITMENT TO DIVERSITY, EQUITY, AND ACCESS**

Reaching Out MBA is a community of LGBTQ+ MBAs and other professionals, diverse across sexual orientations, gender identities, races, and ethnicities. One of the organization's strengths is the unique perspective it brings through the intersectionality of identities across underrepresented groups. To create a more equitable business community, ROMBA is always striving to reflect diversity in thought and representation and to provide inclusive environments where everyone feels welcome. ROMBA recruits Directors to its Board, student organizers, and speakers who are diverse across gender identity and expression, sexual orientation, race and ethnicity, and industry experience. It amplifies underrepresented voices in its programming and is transparent about how it is doing in achieving its diversity and inclusion goals.

## PRIMARY RESPONSIBILITIES

### Organizational Strategy

The Executive Director will

- in partnership with the Executive Committee and Strategy Committee of the Board of Directors, develop a strategic operating plan for ROMBA's programming and services;
- identify and track key performance indicators to evaluate ROMBA's fulfillment of its mission; and
- on at least an annual basis, report to the Board on the organization's performance against the current strategic plan.

### Board Relations

The Executive Director will

- partner with the Executive Committee, Finance and Development Committee, Governance Committee, and Strategy Committee and their chairs to identify key items for committee and Board review and deliberation;
- provide at least monthly updates to the Board;
- in partnership with Board officers, organize Board meetings, and present and facilitate conversations around key agenda items; and
- facilitate the Annual Board Orientation and work with the Governance Committee to review the organizational bylaws every two years or as needed.

### Staff and Resource Management

The Executive Director will

- manage and partner with the Director of Programming and Director of Development on their respective responsibilities;
- work with staff to develop annual goals consistent with organization goals;
- work with each staff member on a professional development plan, training, and outcomes; and
- manage and evolve the technology suite to ensure that staff can work efficiently and effectively in a remote environment.

### Financial Management

The Executive Director will

- develop an annual organizational budget for approval by the Board of Directors;
- partner with the Finance and Development Committee to ensure that budget goals are met, and funds are utilized responsibly in alignment with the organization's purpose;
- oversee invoicing, accounts receivable, donation processing, procurement, and contracts as well as payments and reimbursements for suppliers, staff, and students;
- oversee the filing of quarterly tax returns and reports, and ensure that all materials and information required to complete the annual audit and complete financial statements are received by the organization's accountants; and
- maintain and oversee policies for business liability, Director's liability, cyberattack, and workers' compensation with the oversight of the Finance and Development Committee.

### Diversity, Equity, and Inclusion

The Executive Director will

- review and update diversity, equity, and inclusion goals annually and report to the Board on the success of ROMBA's representation efforts, including key metrics;
- ensure that DEI goals are being achieved across programming, speaker, and organizer slates; and
- make recommendations on updates to DEI goals based on Association to Advance Collegiate Schools of Business benchmarks.

## **ROMBA Programming**

The Executive Director will

- oversee programming and development for the annual ROMBA Conference, including scheduling and location, managing the conference theme, design and execution, speakers and keynote identification and contracting, development and delivery of training sessions for session directors and other student organizers, management of all competitions, and working with the Events Producer to ensure effective operations and logistics;
- guide all other existing programming at a high level, including decisions about whether to continue, expand, modify, or eliminate events;
- lead the expansion of ROMBA's alumni-specific programming to significantly increase the organization's reach and impact;
- ensure ROMBA has the right team in place to provide highly impactful and relevant programming to the LGBTQ+ business community.

## **Communications, Public Relations, Brand Identity, and Partnerships**

The Executive Director will

- ensure that communications across the organization and among stakeholders are consistent with ROMBA's brand identity;
- increase the visibility of the organization through earned and paid media;
- represent ROMBA on panels, at events, and in media; and
- develop and grow strategic partnerships with peer organizations that elevate ROMBA's visibility and stakeholder impact.

## **LEADERSHIP**

Reaching Out MBA is governed by a sixteen-member Board of Directors with responsibility for governance, resource development, and policy making for the organization. ROMBA's Board of Directors ensures that the organization's mission is clearly stated and enthusiastically supported. Commitment to its mission drives the Board's priorities. The Board is comprised of highly-respected leaders that span the financial services, global management and consulting, marketing and communications, healthcare, and technology sectors—all share a dedication to increasing the representation and influence of LGBTQ+ MBA graduates in the business community. These highly engaged Board members serve as a link between Reaching Out MBA and its stakeholders and serve as the organization's ambassadors and advocates. The Board of Directors is led in its mission by Liz Zale, President; Jared Rieger, Treasurer, Head of Finance and Development Committee; Jevan Soo Lenox, Secretary, Head of Governance; Beck Bailey, Head of Strategy and Joaquin Avino, Vice President. You may learn more about ROMBA's Board of Directors [here](#).

## **PREFERRED COMPETENCIES AND QUALIFICATIONS**

Reaching Out MBA seeks an Executive Director with

- a commitment to the mission of Reaching Out MBA—to increase the influence of the LGBTQ+ community in business by educating, inspiring, and connecting MBA students and alumni;
- an understanding of the organization's core audience: LGBTQ+ MBA students at U.S. business schools plus LGBTQ+ MBA alumni and business professionals;
- proven ability to partner with the Board and other stakeholders to develop, implement, and monitor, ambitious organizational strategies that result in increased efficiency, effectiveness, impact, brand awareness, and revenue generation;

- an unwavering commitment to diversity, equity, and inclusion and an ability to maintain and promote an equitable and inclusive environment where all stakeholders are valued;
- a participatory leadership style;
- a strong business development background and experience developing new revenue sources;
- an entrepreneurial approach;
- experience in project and program management;
- excellent communication skills across platforms;
- outstanding attention to detail and organizational skills;
- proficiency in Microsoft Office, Quickbooks, Google Suite, website management, and social media, and experience using CRM or database solutions;
- strong problem-solving and decision-making skills and an ability to troubleshoot and develop alternative solutions to problems; and
- an ability to deliver on commitments and to define and prioritize realistic goals and objectives.

A bachelor's degree or an equivalent combination of education and experience with a minimum of ten years overall work experience and at least five years of nonprofit leadership experience in an organization of similar or larger size and scope is preferred for this position. An MBA degree is preferred for this position, given MBA students and alumni form the heart of the ROMBA community. Reaching Out MBA will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to the organization, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

#### **SALARY AND BENEFITS**

The salary range for this position is \$200,000 to \$240,000 annually and is eligible for an annual bonus based on performance. Reaching Out MBA offers a comprehensive package of benefits including medical coverage, PTO, and a 403(b) match.

#### **LOCATION**

This is a remote position based in the continental United States. Frequent travel for Board and staff meetings and Reaching Out MBA programs is required for this role.

#### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of Reaching Out MBA as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit: [Executive Director, Reaching Out MBA](#).

To nominate a candidate, please contact Patrick Key, [patrickkey@aspenleadershipgroup.com](mailto:patrickkey@aspenleadershipgroup.com).

*All inquiries will be held in confidence.*