

Executive Director: Virginia Women's Municipal Leadership Institute

The Virginia Women's Municipal Leadership Institute (VWMLI) is a collaborative organization seeking a passionate and experienced local government professional. This is an opportunity for a leader who is not afraid to challenge the status quo and is driven to fostering the next generation of female leaders in Virginia's local government. The ideal candidate will be a visionary with a deep understanding of the unique challenges and opportunities women face in administrative roles within the public sector. The ideal candidate must have a history of connections/relationships in the local government leadership environment in Virginia.

Key Responsibilities & Qualifications

This role requires a multi-faceted leader capable of managing the programmatic aspects of the Institute, from curriculum development to participant engagement, faculty and mastermind recruitment and fundraising. Logistics, program assistance, facility identification, registration, meals management are coordinated by the Virginia Tech (VT) Center for Organizational and Technological Advancement in Roanoke.

Develop and Refine Curriculum: Continuously evolve the Institute's curriculum based on participant feedback and current industry trends. The curriculum currently includes a hybrid of six two-day in-person sessions and two half-day virtual sessions, with topics ranging from leadership essentials to budget and finance, strategic planning and negotiation strategies for women.

Facilitate Sessions: Lead and manage the "Mastermind Problem Solving" sessions, which involves facilitating conversations with guest "Masterminds" to help participants solve real-life workplace challenges.

Coordinate Logistics: Collaborate with Virginia Tech staff on all registration, financial and logistical aspects of the program including meeting spaces, hotels, and meals.

Manage Participant Engagement: Ensure participants are actively engaged and attend all sessions, as missing more than one in-person and one virtual session disqualifies a participant from receiving a certificate.

Application & Participant Management

Oversee Application Process: Manage the application process; application for the Institute requires candidates to submit a cover letter and resume. The cover letter must detail why they are interested in being an Institute participant, career goals, and how they plan to use their experience to encourage women to rise in their leadership aspirations.

Select Participants: Carefully select a cohort of no more than 25 high potential, high performing women aspiring to leadership positions in local government. Prioritize candidates who are directors, assistant/deputy managers, and town managers.

Cultivate a Network: Foster an environment that encourages participants to build an "everlasting support network". The Institute's goal is to build the confidence and skills of participants to help them secure higher-level positions.

Organizational Leadership & Outreach

Strategic Vision: Work to increase the number of women in leadership roles (Town, City, County Managers/Administrators) in Virginia's local government, which currently stands at approximately 17-20%.

Partnership Management: Maintain and strengthen the partnership with the Virginia Tech Roanoke Center and Virginia Women Leading Government.

Sponsor Relations: Manage relationships with current and future sponsors, including Virginia Risk Sharing Association, VAcop, Sands Anderson, Weldon Cooper Virginia Institute of Government, and others. Create a "Friends" category of sponsorship for sponsors contributing less than \$500 annually.

Compensation and Application Process

A modest stipend in the range of \$7,500 - \$10,000 and travel expenses are paid through VT. The Executive Director is considered a part-time employee at VT and is responsible for submitting a timesheet and reimbursable expenses to VT in accordance with VT guidelines.

Interested candidates should email a cover letter indicating why they are interested in being an Institute participant, career goals, and how they plan to use their experience to encourage women to rise in their leadership aspirations. A resume is required as well. Please forward this information to Sara McGuffin, Immediate Past President of Virginia Women Leading Government at sara.mcguffin@amherstva.gov. Applications will begin to be reviewed on January 6, 2026.