



## Executive Director (Part-Time) Position

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### About Bâtonnage Forum:

As a platform, [Bâtonnage](#) strives to educate wine professionals as well as wine industry supporters on the unique challenges and opportunities that those who identify as women in the field – winemakers, vineyard workers, writers, marketers, salespeople, sommeliers, collectors, and drinkers – have faced both historically and present-day. We simultaneously seek to propose pragmatic solutions for charting a positive, inclusive course forward.

- Established in 2018, Bâtonnage has solidified its reputation as an organization committed to diversity and equity, intent on stirring up the conversation about women in wine and inclusion in the wine industry.
- Bâtonnage is an authentic, networking local and global community of positive, forward-progress minded individuals and organizations with a shared goal of complete equity in the wine industry.
- Since its inception, Bâtonnage has orchestrated four Forum events, two in-person and two virtually, with the intention to create an inclusive space for constructive conversation (and action) surrounding all different facets of the wine industry. Centered on hard conversations, this content and community continue to form the core of the platform, exposing experiences and inequity, with the intention of seeking practical solutions.
- Created in 2020, the [Bâtonnage Mentorship Program](#) was designed to stir our conversations about equality into actions that create equity. This program serves to create a pragmatic, positive, inclusive course forward wherein individuals who have traditionally been overlooked or spoken over to achieve equal opportunities, equal representation and especially equal leadership positions within all sectors and tiers of our industry. We currently offer three progressing levels of mentorship in six Industry Areas of Focus (IAF) across three different levels.
- Bâtonnage operates as a recognized 501(c)(3) organization with a Board of Directors and a system of regulatory checks and balances to ensure legitimacy and success of the platform, including the Forum, the Mentorship Program, and other outlets.

### The Opportunity – Role of Executive Director:

Bâtonnage is now seeking a dynamic, entrepreneurial self-starter to help refine and drive the organization's strategy, further develop its core communications and programming, build out critical systems and operations, and help lead its fundraising and development efforts across all current and potential sources. This creative leader would also build Bâtonnage's capacity to support and sustain Bâtonnage's operations, serving as a central touch point and engine to streamline work across a team of volunteers, vendors, and part-time employees.

This opportunity is ideal for someone who thrives on building and innovating and is comfortable with both designing and leading an organization – its goals, priorities, operations, capacity, and structuring. The inaugural Executive Director will have the support of a deeply engaged, all-volunteer team.



The Executive Director will step into an organization that has been primarily funded through grassroots initiatives, ticket sales, and small-to-moderate corporate donations. 2022 will be the first full year operating as a 501(c)(3). In an operating environment with many unknowns and a short organizational history, the inaugural Executive Director will be challenged to solidify the organization's structure and lend a hand toward fundraising initiatives to ensure long-term financial sustainability.

Finally, this leader must be able to embrace and lead within a volunteer-run structure while ensuring that Bâtonnage incorporates an equity and justice lens throughout its work and operations. The organization is looking for someone who can help us grow and who will grow with us.

### Responsibilities include:

#### **Organizational Leadership**

- Collaborate with team members to provide oversight for all programs, ensuring that team members are aligned and coordinated in achieving each of their respective objectives, actively collaborating to achieve organization-wide goals
- Design, manage, and adapt a work plan that sets the pace for Bâtonnage, celebrates wins, course corrects, and advances strategic goals
- Facilitate strong outcomes across the organization by preparing for and following up on critical meetings and generally creating the conditions for success across internal teams
- Troubleshoot and strategize to address operational, program, and project challenges
- Build and maintain effective relationships with thought leaders, strategic partners, and key networks; leverage relationships to advance Bâtonnage's work
- Monitor and report on organizational goals, outcomes, and strategic progress, facilitating both long- and short-term strategic plans
- Work with the team to implement communications strategies across platforms, including composing and distributing important organization news and updates to the community

#### **Governance and Board Relationship**

- Build and maintain a strong partnership with the board by clearly communicating initiatives, successes, and opportunities
- Work with the President to prepare for bi-annual board meetings and ensure they are sequenced for maximum integration and impact
- Attend and lead relevant sections of board meetings

#### **Fundraising & Financial Management**

- Identify and cultivate new funding streams, including coordinating grant reporting requirements
- Work with development team member(s) and the Board to plan and execute all fundraisers and special events
- Work with the Board Treasurer to monitor Bâtonnage's financial position, including revenue and expenditures

### Key Qualifications:

#### **Required**

- Dedication and enthusiasm for Bâtonnage's mission and a passion and commitment for social justice and equity
- Excellent communication, organization, and presentation skills
- Ability to develop, manage, and improve systems and processes
- Ability to troubleshoot issues successfully and work independently with minimal supervision
- A commitment to teamwork and collaboration



### Preferred

- Wine industry experience and the ability to compellingly discuss those personal experiences in the context of Bâtonnage's mission
- Experience working with varied constituencies and functions across diverse stakeholders
- Nonprofit expertise
- Project management experience
- Innovative thinker and multitasker who thrives in ambiguous settings

### Additional Details:

Inaugural contract is \$2,000 a month and does not include benefits. This is a part-time, contract position with seasonal highs and lows, but the workload should be commensurate with 40-50 hours a month. This position is remote and can be done from anywhere.

Bâtonnage welcomes applicants from historically underserved and marginalized communities and does not discriminate based on race, color, sex, national origin, age, veteran status, disability, gender, religion, or sexual orientation.

**HOW TO APPLY:** Please email a cover letter and resume to [info@batonnageforum.com](mailto:info@batonnageforum.com) with the subject line: Bâtonnage Executive Director.

