



Chief Executive Officer

Women's Enterprise Development Center (WEDC)

Reports to: Board of Directors

Salary: \$120,000–\$130,000 (commensurate with experience)

About WEDC

The Women's Enterprise Development Center (WEDC) empowers entrepreneurs to build successful businesses through business training, one-on-one advising, access to capital, and strategic partnerships. As the SBA Women's Business Center serving Westchester County and the Mid-Hudson Valley, WEDC delivers programs and services in English and Spanish that help entrepreneurs launch, grow, and sustain successful businesses. Through its Women's Business Centers and grant-funded initiatives, WEDC expands access to entrepreneurship, particularly for low-to-moderate income women and entrepreneurs of color, strengthening families, communities, and the regional economy.

Position Summary

WEDC is seeking a visionary, mission-driven Chief Executive Officer (CEO) to lead one of the region's premier organizations supporting entrepreneurs. The CEO will strengthen WEDC's financial sustainability, expand its regional influence, such that WEDC continues as the trusted resource for entrepreneurship and small business development throughout Westchester County and the Hudson Valley.

Reporting to the Board of Directors, the CEO serves as WEDC's chief executive, strategist, and ambassador. Working closely with the Directors of Development, Programs, and Finance, the CEO provides strategic, operational, and financial leadership while ensuring long-term organizational sustainability. The successful candidate will balance operational excellence with an outward-facing leadership style, building relationships with entrepreneurs, business leaders, funders, government agencies, donors, community partners, and the media.

Leadership & Organizational Management

- Provide leadership and execute WEDC's strategic plan in partnership with the Board of Directors.
- Lead, develop, and retain a high-performing, mission-driven leadership team and organizational culture.
- Ensure operational excellence, governance, accountability, and consistent delivery of high-quality programs across both Women's Business Centers.
- Oversee organizational performance, impact measurement tools (e.g. CRM), and continuous improvement.

Brand & Community Leadership

- Serve as WEDC's primary ambassador and public spokesperson.
- Continue building WEDC's brand and reputation as the trusted resource for entrepreneurs and small business development throughout the region.
- Work with WEDC team to develop strategic partnerships with business, government, philanthropic, educational, and community organizations.
- Represent WEDC through public speaking, media engagement, networking, and community events.

Fundraising & External Relations

- Cultivate relationships with individual, corporate, foundation, and government funders.



- Collaborate with Development to grow individual, corporate, foundation, and government support. Expand sustainable revenue streams and strengthen strategic partnerships.
- Expand and diversify revenue streams to ensure long-term sustainability.
- Communicate WEDC's impact through compelling storytelling and measurable outcomes.

Planning, Strategy & Operations

- Work with the Board to develop and execute strategic plans and organizational goals.
- Define priorities, timelines, and resources needed to achieve organizational goals.
- Oversee financial planning, budgeting, and compliance reporting.
- Ensure high-quality, relevant programming across both Women's Business Centers.
- Strengthen WEDC's role as a hub within the regional entrepreneurial ecosystem.

Qualifications & Experience

- Three or more years of executive (CEO or Executive Director) or senior leadership experience in a nonprofit, small business support organization, or related field.
- Demonstrated passion for entrepreneurship and advancing opportunities for women and underserved business owners.
- Proven ability to lead teams, build consensus among diverse stakeholders and cultivate high-performing teams.
- Excellent communication, relationship-building, and leadership skills.
- Experience working with boards, funders, government partners, and community organizations.
- Strong financial acumen and ability to interpret budgets and financial reports.
- Strategic, entrepreneurial, and innovative mindset.
- Advanced degree in business, nonprofit management, education, or a related field preferred.
- Experience working with, advising, financing, or supporting small businesses preferred.

Schedule & Work Environment

This is a full-time position. WEDC fosters a collaborative, can-do team culture that values flexibility, trust, and autonomy while maintaining a strong commitment to excellence, accountability, and impact.

WEDC offers a flexible work environment and a generous paid time off policy, along with holidays and schedule flexibility designed to support strong work-life balance.

Compensation will be commensurate with experience and aligned with the scope of leadership responsibilities.

How to Apply

Interested candidates should submit a cover letter and resume to wedcboard@gmail.com. Applications will be reviewed on a rolling basis and will be accepted until the position is filled.

Equal Opportunity Employer

WEDC is an equal opportunity employer committed to diversity, equity, and inclusion. We do not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other protected status. We strongly encourage applications from individuals from historically underrepresented communities.