**Director, US**

To Apply: Submit resumes for consideration. Please place “Director, US” in the subject line.

The Entrepreneurs’ Organization is looking for a business professional to join our team in the United States as Director, US reporting to the Vice President, the Americas. The Entrepreneurs’ Organization (EO) – for entrepreneurs only – is a global community that enriches members’ lives through direct peer-to-peer learning, connections to experts and once-in-a-lifetime experiences. EO is the catalyst that enables entrepreneurs to learn from each other, leading to greater business success and an enriched personal life. For more information visit [www.eonetwork.org](http://eosp:81/).

We’re looking for someone to grow the 3 US regions by helping to establish a presence in new markets and expanding opportunities in existing markets. Currently, with 53 US chapters serving over 4,500 members, EO looks to increase the number of members by 2020 by at least 50%. The Business Development Director will engage members and member leaders, and together, help educate potential members about the EO community and its programs. We want the Business Development Director to be comfortable entering new markets, building relationships, launching new chapters and contributing to the US regions’ sustained growth. We’re looking for someone who embodies EO’s core principles of teamwork, creativity, service, professionalism, trust and respect and having fun, while also exhibiting the EO member core values of thirst for learning, make a mark, boldly go, cool, and trust and respect.

At EO, the staff takes pride in our work, and it shows in everything we do. To reflect our unique culture, we embrace and embody five essential core principles:

* **Teamwork**: working together to achieve excellence
* **Trust & respect**: displaying and rewarding integrity
* **Creativity**: the possibilities are endless
* **Professionalism**: lead, learn and live by example
* **Fun**: lighten up, live it up, laugh it up!
* **Service**: Providing a world class experiences

**Essential Duties and Responsibilities:**

The Director, United States and its role launches will be guided by the bylaws and policies as established by EO’s Board of Directors. Here are the expectations of this staff leader:

Team Builder

* Manage a team of 7+ driven professionals to achieve independent and group goals
* Coach direct reports to develop themselves personally and professionally
* Own the team’s agreed upon priorities and direct individuals to execute on those priorities
* Embody the team commitments of efficiency, gratitude, and proactive problem solving continue to drive US initiatives

Chapter Builder

* Research and analyze new regions for EO to tap into; advise where EO should be next
* Engage with members and their personal contacts to generate interest in growth areas
* Find and collaborate with members to champion the new chapter process
* Devise strategies to create membership events to build interest
* Be responsible for all communications and activities around launching new chapter in new area
* Know EO’s benefits and promote to potential members interested in launching a chapter
* Manage application process for all prospects joining a new chapter
* Oversee a chapter launch event and the festivities around the launch
* Launch a minimum of two chapters per year
* Ensure the success of a chapter’s first year by supporting efforts to gain new members
* Transition knowledge of new chapter and its founding members to a US chapter manager

Community Builder

* Work with external organizations to do research, gain contacts, and build relations for the main goal of finding a group of entrepreneurs to launch a new chapter. External organizations could include local chambers of commerce, local publications, online entities, other associations and more
* Know the best practices of how other regions have launched chapters and sustained growth

US Team Player/Communicator

* Engage with the TUSA team and US Regional Councils responsible for managing the US programs and services focused on EO’s vision, mission and values
* Communicate your strategies and execution plan and status reports with TUSA and other EO staff where necessary
* Participate in TUSA’s huddles on strategy, updates, EO knowledge and more
* Excel at building extraordinary relationships. We need mutually beneficial relationships with members, leaders, partners, staff and anyone else interested in the EO community
* Ensure new members know the benefits of both local programming and global programming, and why engaging in both local chapter activities and global activities enhances their membership

Operations Management

* Participate on business development committees, both internal and external
* Create and monitor US launch budget, US Regional Budgets, review expenditures and suggest ways to utilize funds
* Draft and review organizational contracts, agreements, and commitments with outside contractors, vendors and suppliers for anything related to chapter launches
* Support VP, the Americas as needed

Additional Business Development

* Encourage and develop ideas into concrete action plans to provide member value in the US
* Offer guidance on possible partnerships for EO to pursue
* Seek marketing and communications activities in new regions that can support EO’s global efforts in widening our external awareness. Share information and make the case for involvement.

**Education and/or Experience:**

Required:

* Bachelor’s degree
* 3+ years of experience at senior/executive level in association management or related business experience.
* Experience in launching chapters, programs or services successfully
* Excellent customer service skills
* Strong written and verbal communications skills
* Well-developed analytical and problem solving skills
* Ability to interact with entrepreneurs with tact diplomacy and poise
* Ability to travel throughout the world
* Exercises confidentiality and discretion

Preferred:

* Bilingual or multilingual
* Has experience in either marketing / sales / business development / external relations
* Experience in community organizations to build relationships in new markets

Characteristics:

* Self-starter
* Detail-oriented
* Inspiring
* Confidant
* Service-oriented
* Thinks out of the box/ encourages new ideas
* Listener

Impress us with your abilities and share your passions. And know that the US staff you may be working with soon is one of the best teams assembled. Make your mark with EO and join this organization. Nothing contained in this job description, or conveyed during any interview which may be granted or during any period of employment (if hired) with Entrepreneurs’ Organization, is intended to create an employment contract with any employee or prospective employee of the Firm for any specified period of time. Work rules and benefits in effect are subject to change from time to time, according to the needs of the organization. Any and all employment with Entrepreneurs’ Organization is “at will,” that is, for no definite or determinable period and subject to termination at any time, with or without cause and with or without prior notice, at the option of either the employee or the organization.

Entrepreneurs’ Organization is an equal opportunity employer