

Women@Tech

Executive Engagement Lead

About Women@Tech

Women@Tech is a **volunteer-led** UK organisation dedicated to connecting, developing, and advocating for women in technology. Backed by industry-leading member companies, we are driven by women and allies from the most influential tech companies in the UK. Our initiatives include mentorship and development programs, networking events, and advocacy efforts to improve the representation and progression of women in the tech sector. Together, we are leading the charge towards a more diverse, equitable, and inclusive future for all in the tech industry. For more information, please visit our [website](#).

Job Details:

We are seeking an enthusiastic and experienced Executive Engagement Lead to join our Central Office team within the Women@Tech Group committee.

This role will be responsible for developing and executing our executive engagement strategy, with a primary focus on delivering high-impact quarterly executive roundtables with member companies. The successful candidate will serve as the strategic architect for our executive-level events program, ensuring meaningful connections between senior leaders across the UK tech sector while advancing our mission to support women in technology.

What You'll Be Doing:

- Design and execute the strategy for quarterly executive roundtables with member companies, including agenda development, speaker curation, and content planning

- Lead end-to-end event management for executive engagement activities, from initial concept through post-event follow-up and impact measurement
- Build and maintain relationships with C-suite executives and senior leaders across member companies to ensure sustained engagement and participation
- Develop strategic partnerships with member organizations to identify opportunities for executive collaboration and thought leadership
- Create compelling content and discussion frameworks that drive meaningful dialogue on diversity, equity, and inclusion in technology
- Collaborate with the Central Office team and committee members to align executive engagement activities with organizational priorities
- Track and report on engagement metrics, participant feedback, and program outcomes to continuously improve the executive experience
- Manage event logistics, including venue selection, vendor coordination, and budget oversight for executive programs
- Serve as the primary point of contact for executive attendees, ensuring exceptional experience and follow-through on commitments
- Identify and cultivate new member company relationships to expand the reach and impact of executive engagement initiatives

Preferred Skills and Qualifications:

- Proven experience in executive engagement, business development, or senior stakeholder management within the technology sector
- Demonstrated success in planning and executing high-level events, roundtables, or executive forums
- Strong strategic thinking abilities with the capacity to design programs that deliver measurable business and social impact
- Excellent relationship-building skills with the ability to engage and influence C-suite executives and senior leaders
- Outstanding communication and presentation skills, both written and verbal
- Experience working with diversity, equity, and inclusion initiatives, particularly in technology or corporate settings
- Project management expertise with strong organizational skills and attention to detail
- Ability to work independently with minimal supervision while collaborating effectively across diverse teams
- Proficiency in event management tools, CRM systems, and virtual meeting platforms
- Passion for advancing women in technology and commitment to Women@Tech's mission

What You'll Get From Us:

- A collaborative and supportive work environment.
- Varied projects with a high degree of autonomy.
- Exposure to the latest DEI trends.
- Professional development opportunities.
- The chance to build your personal brand and access a unique network across major tech companies.
- The opportunity to make a meaningful impact on diversity and inclusion in the tech industry.
- A commitment to treating everyone equally, without any discrimination.

Time Commitment:

5-8 hours bi-weekly, corresponding to meeting attendance, event planning activities, and executive relationship management.

HOW TO APPLY:

Contact Clarisse Furtado @ furta@amazon.com