



Sample Leadership Awards Nomination

Category: Corporate: Small-Market Sector

Purpose: To honor a woman who demonstrates exemplary leadership traits and has achieved success at a business entity with annual revenue of less than \$50 million serving customers in a commercial, government or non-profit space.

Eligibility: A woman who works in a business entity with less than \$50 million in revenue. *She does not need to be a WIT member.*

Ideal Candidate: A woman who has accelerated and advanced her career beyond typical performance expectations while providing exceptional leadership and mentorship, who contributes to the community, and who satisfies all selection criteria.

Overall Eligibility Requirements

- ◇ Nominees must be women who work in or support the technology industry.
- ◇ Nominees **must live and work** in Northern Virginia, Maryland or Washington, D.C.
- ◇ If selected as finalists, we ask that all nominees attend the Awards Banquet.
- ◇ Nominees must be amenable to press coverage.

The finalists will be announced in Q1 of the awards year, and every nominee will be informed if she has been selected as a finalist. One award will be made in each category.

Nomination Process

In the automated nomination process you will be asked to provide basic identifying information about the nominee and yourself as her nominator (organization, title, etc.).

You will then be prompted to provide evidence for each of the criterion listed below. You are given up to 2,000 characters to describe how your nominee meets or exceeds each criterion. You improve your nominee's chances of selection for the award if you provide specific examples of the ways in which your nominee has met this criterion rather than making generalized statements.

Remember this is an award with a particular focus on how women of achievement have led and mentored others to be successful in their careers. Both aspects must be addressed. You should include evidence to support each of the criterion in the appropriate category. You will also have an opportunity to attach the nominee's resume or bio if available to you.

Selection Criteria

Nominees will be judged based on the specific evidence provided within the nomination form that demonstrates their embodiment of WIT values. You will be asked to provide discrete, specific examples of what your nominee has achieved and how your nominee has demonstrated that she is an example of these values:

Leadership (35% of total score)

Leading and/or Empowering Others to be Architects of Change in the Technology Industry

Achievement (30% of total score)

Achieving Success in a Technology Field or an Organization in the Technology Industry

Mentorship & Community Engagement (30% of total score)

Advancing Women in Technology "from the Classroom to the Boardroom"

Leadership

Please describe the nominee's role, vision and the work for which they are being nominated. The accomplishment must have happened during the past calendar year. Please describe complexity and scale of achievement, as well as leadership style.

[Nominee Name] is the founder and sole owner of [Company Name], which she established in [Year] as a 1-person shop for her own work as an IT Consultant. It wasn't until late [Year] that she decided to grow it into a business with other employees. Having spent 20+ years as a Federal IT contractor and experiencing firsthand how employees in the industry are underpaid, underinvested in, underappreciated, and generally treated like a body shop (burn them out and replace them), [Nominee Name] envisioned building a company that sought to change that culture and challenge the status quo.

[Company Name]'s competition largely focuses their business models on cutting costs and milking every last drop of energy from its workforce to maximize production. [Nominee Name] took a different approach, taking a major pay cut (well under that of her average employee) to be able to grow [Company Name] while offering higher salaries, a comprehensive benefits suite that rivals any large business, and providing continuous education and mentorship opportunities to all new hires. Her employee-centric management philosophy is proving that companies can grow in both size and profitability at the same rates or better by investing time and money into its employees and the community, and recouping that investment through increased efficiency, productivity, and higher customer satisfaction – a model that still meets the Government's expectation for low rates, but which we believe sets us up for superior long-term success.

Additionally, [Nominee Name] had a 3-year plan to build a viable long-term company infrastructure. She brought me onboard and together we started working towards our ISO 9001, ISO 20000-1 and ISO 27001 certifications, acquired our first prime contract vehicles to start bidding on prime contract opportunities for the first time, and became a subcontractor on over a dozen other vehicles and contracts. In [Year], the plan was successfully completed with all goals achieved.

Achievement

Please detail the nominee's impact with evidence-based support. Include financial performance, technology transformation KPIs and other quantifiable indicators of success.

Building off [Company Name]'s first key subcontract relationships with [Subcontractor] and [Subcontractor] at the [Government Agency], both of which were led by [Nominee Name] herself as the Program Manager, [Company Name] was invited to join follow-on contracts and expand its relationships to other agencies like [Government Agency] as well as commercial clients. [Subcontractor] was so impressed with [Nominee Name] that they even invited her to establish a Mentor Protégé relationship with them. ([Company Name] also received its HUBZone certification, solidifying its commitment to making a positive economic contribution to underserved communities.)

[Company Name] was awarded its first prime contract in mid-[Year], a [Revenue Number] effort with [Government Agency] for the design and engineering of their [Project Name] across multiple locations nationwide. Under [Nominee Name]'s leadership, we were fully staffed well in advance of our start date and we quickly established ourselves over the course of [Year] as one of the agency's preferred partners for our exceptional staffing, communications, technical ability, and general ease of doing business.

Having built a strong company culture and infrastructure, 2020 has been a banner year for [Company Name]. With one month left, [Company Name] has already been awarded 5 new prime contracts and several new large and small subcontracts with 10+ different federal agencies. 3 years ago, [Company Name] was a 1-person shop. 2 years ago, it was a small subcontractor with annual revenue around \$[Revenue Number]. Last year, revenue went up to \$[Revenue Number]. When this year is complete, revenue will be around \$[Revenue Number] and we expect next year's revenue to be around \$[Revenue Number]. At our trending rates, [Company Name] is doubling in size annually and quickly becoming a major small business player with an exceptional reputation.

Mentorship & Community Engagement

Please detail how the nominee is an exemplary role model/advocate. How has she used her leadership skills to act as a mentor, sponsor or advocate, helping women envision or advance in their careers? Please also include any community/civic involvement.

[Company Name]'s company culture, and [Nominee Name]'s mentorship in particular, has led to a direct increase in wages, benefits and opportunities for all employees, but especially women, minorities, veterans, and those in underserved communities. Our salaries across the board are at or above market rates, more than half of our leadership positions are held by women, half our workforce are minorities, and half our workforce are military veterans or active-duty national guard.

In addition to being a mentor to me and all of our program and project managers, she goes out of her way to mentor our junior staff. For example, [Employee Name], a military spouse and former receptionist who left the workforce to raise her kids, came to [Company Name] as a part-time administrative assistant. [Nominee Name] mentored her in all aspects of running a small business. She has quickly grown to become our full time Office Manager with new skills in HR, recruiting and business development and is on firm ground for a long and prosperous career. [Nominee Name] is also sponsoring [Employee Name]'s continuing education and PHR certification to become our HR Manager.

In addition to her commitment to bettering the lives of [Company Name] employees, [Nominee Name] donates her time to mentoring and advising young girls in their career aspirations in partnership with local schools, including creating community support opportunities in which they can grow their teamwork, leadership and communication skills. She also sponsors company-wide initiatives to participate in local elementary, middle and high school STEM program small business alliances to encourage kids of all ages to pursue STEM careers.

[Nominee Name] is also an active volunteer for animal welfare through various nonprofits, and she co-founded the [Non-Profit Organization Name], where she has led volunteer efforts that raised and distributed over \$1 million to animal rescue orgs. She is an active animal rescue advocate in [County] and represents animal rescue orgs at County Board of Supervisors meetings.