



Sample Leadership Awards Nomination

Category: Small Business/Entrepreneur

Purpose: To honor a woman who demonstrates exemplary leadership traits at a business entity with annual revenue of less than \$50 million or is an entrepreneur who has demonstrated exemplary leadership traits by starting and/or growing a small business or non-profit organization.

Eligibility: A woman who works in a business entity with less than \$50 million in revenue in the technology industry and/or founded or has had a significant role in growing a small business or non-profit organization. The business headquarters must be located in the Washington, D.C. metropolitan area. *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 epitome of a visionary tech leader. She has provided top-notch leadership to [Company Name] for over 20+ years and has grown the company to \$[Revenue Number], 200+ employees, and delivered innovative solutions to over 8+ federal agencies. [Nominee Name] leads by example and practices servant leadership, along with her management team. As a servant-leader, she primarily focuses on the well-being and advancement of her clients and team members. She is deeply committed to delivering exceptional technology solutions and customer services, as well as providing growth opportunities to her team. [Nominee Name] strongly believes as she climbs the success ladder, it's critical to reach down a hand to bring others with her. Her philosophy and push for excellence are one of the main contributors to [Company Name]'s success over the past 25 years.

[Nominee Name] has created a unique culture at [Company Name] to motivate employees. The culture is close-knit, collaborative, customer-centric, innovative, entrepreneurial, hard-working, transparent, and honest. Employees are rewarded and incentivized each year to exceed client expectations, deliver solid technology solutions that last, and perpetuate the [Company Name] culture. [Company Name] has an annual [Name of Program] program where employees are recognized company-wide either on the spot, quarterly or at our annual employee awards gala.

[Nominee Name]'s deep roots and relationships at [Government Agency] led to [Company Name]'s organic growth at the agency. Her work has resulted in a phenomenal reputation at the agency of "the" tech company that can "get the job done right." Since 2000, [Government Agency] has implemented iterative and incremental software development, Java, Oracle, and robotic process automation because of [Nominee Name]'s influence. Her "word-of-mouth" reputation has also earned her opportunities at other agencies that took notice of her successes at [Government Agency].

Achievement

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

In [Year], [Nominee Name] invested [Dollar Amount] to launch [Company Name], an R&D arm of the organization. The [Company Name] helps federal agencies modernize their tech infrastructure at a low cost by prototyping emerging tech solutions. [Company Name] Labs already delivered a robotic process automation solution at [Government Agency] that notifies agency personal before property lease contracts expire, so low-income families don't get evicted. [Company Name] is bringing to the open-source market soon a [Application Name] that jump-starts cloud-based app development and delivery.

Not only does [Nominee Name] strive to be innovative, but she is dedicated to her clients and their missions to make our country stronger. Recently, she supported a large mission-critical project that was having challenges with scope creep. [Nominee Name] took a huge financial gamble by pooling additional company resources into the project to ensure the project would be successful. She took the risk because she never lets clients down, and the reputation of her company was at stake. She also ensured better team communications and stronger client negotiations. Within 18 months, [Nominee Name] brought a modernized system to production, which helped auditors track the financial stability of the US economy. Her clients appreciated the risk she took to ensure the project was successful and referred her for future opportunities to support the agency.

[Nominee Name] promotes and advances STEM through our educational system. She sponsors a need-based scholarship fund for international STEM students through [University Name]. The total number of awards given varies each year and is up to [Dollar Amount] per person. She has donated over [Dollar Amount] for 20+ students since [Year].

[Nominee Name] has received the following awards: [List of Awards].

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.

[Nominee Name] is an inspiration to other women at the company. She was an executive champion of [Company Name]'s Women In IT "lunch and learn" events focusing on women's issues in technology. She has presented on several topics and has been an active participant in selecting speakers and topics.

[Nominee Name] has mentored numerous employees at the company. She groomed a female developer into a senior program manager, a female receptionist into an HR manager, and a female project analyst into a chief of staff. She also ensures women get a seat at her executive table. Forty percent of [Nominee Name]'s leadership team are women.

Over the last ten years, [Nominee Name] has mentored women-owned, small business leaders, helping them grow their businesses in the public sector ([List of Companies]). She met with the company leaders several times to share her industry knowledge and strategize on future opportunities. She shared her experiences and missteps and tried to help guide them in the direction that made the most sense for them personally and professionally.

[Nominee Name]'s formed a joint venture with [Venture Organization Name]. This veteran-owned, small technology service company has partnered with [Company Name] on several key projects to elevate their business and better understand and navigate the industry.

Lastly, [Nominee Name] provides mentorship and coaching through the International Leadership Foundation. Over the years, [Nominee Name] has mentored over 50 young Asian American US college students, preparing them for the real world after they graduate from college.

[Nominee Name] has spent the majority of her time, energy, and resources outside of building her company to philanthropic work. She volunteers extensively with [Non-Profit Organizations]. [Nominee Name] worked at the [Regional Non-Profit Organization] Tornado Disaster Relief event and led cash distribution efforts for affected families. Disaster victims received canned foods, blankets, and cash cards of \$300-600 (a total of \$19,600). She worked the disaster relief

flood event in [City], where relief was given to 54+ families. Lastly, she led cash distribution efforts for victims of Hurricane Florence in [Location Names]. As a company, [Company Name] matched employee donations for that disaster relief initiative. They provided disaster recovery support to approximately 500 families, totaling over \$300,000.

[Nominee Name] also serves on the [Non-Profit Organization] Need-based Scholarship Fund Committee. The foundation gives out 50 scholarships per year, ranging from \$50-\$4,000.

From [Years], [Nominee Name] has volunteered as an Income Tax Assistant (VITA) to help low-income families file their taxes. She assisted 40+ families in [Year].

[Nominee Name] also serves on the following charity boards: [List of Charity Names]