

Vice President of Outreach

DESCRIPTION

Responsible for 1) developing relationships within the local business community to promote adoption of project management practices, the project management profession, and the chapter, 2) academic outreach targeting students, faculty, and the academic project management communities and related areas of study and 3) creating outreach opportunities for chapter members passionate about serving the community and social good.

RESPONSIBILITIES

1. Develop an outreach strategy covering academic outreach, corporate outreach and social impact that supports the overall chapter strategy.
2. Manage and lead all Outreach Program Directors to ensure their programs are meeting expectations and deliver events/services to the relevant audiences, providing value to the project management profession.
3. Coordinate planning and scheduling of events with other PMINYC event planning teams to avoid date conflicts and, if possible, leverage speakers who have traveled to NYC.
4. Identify and build relationships with academic institutions, businesses and charities in the NYC local area and maintain a record of contacts.
5. Assist teams with corporate contacts and mentor team to research and build their own relationships.
6. Create the value proposition for why a business or academic institutional would engage with the chapter.
7. Establish and document internal processes and procedures for chapter outreach and document in an operations manual.
8. Promote awareness of the chapter, the project management profession, the benefits of chapter support, group student membership and PMI products/programs/initiatives relevant to all partners.
9. As part of the annual planning process, develop outreach budget. Monitor budget to actual throughout the year.
10. Evaluate and monitor outreach partnerships and adapt actions according to changing needs of partnerships.
11. Identify and develop programs to involve, develop, engage, and manage stakeholders.
12. Develop metrics to measure success of outreach programs.
13. Work with other functional areas such as professional development to provide value to the outreach members.
14. Provide timely, open communications and updates on activities to the Board.
15. Work with marketing to promote outreach activities in the chapter newsletter and through social media.
16. Explore opportunities for corporate outreach partners to make presentations at the chapter breakfast roundtable, career development network meetings, or to host outreach events and collaborate on projects that benefit the community.
17. Develop and implement succession and transition plan for the role.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Emotional Intelligence
- Influence
- Context and situational awareness
- Public speaking/presentation
- Relationship building
- Knowledge of university academic environment and structure
- Understanding PMI's approach for universities
- Knowledge of organizing people around a community focused cause

LEADERSHIP SKILLS

- Time management
- Productivity
- Critical thinking
- Problem solving
- Collaborative
- Persuasion/motivation
- Relationship management
- Stakeholder management
- People and purpose focused
- Customer focused

COMMITMENT REQUIRED

- Two-year term
- Minimum 30 hours per month
- Attend monthly Board meetings
- Attend Chapter meetings & events
- Attend quarterly Town Halls and Annual Meeting
- Attend an annual strategic planning offsite

REQUIRED CREDENTIALS

- PMP or other project management certification preferred
- Two Years of PMI Volunteer Experience Required; 3+ Years Preferred
- Must have served in PMINYC Leadership roles, preferably for 2 years as VP or Director. Program Managers will be considered

PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements including Board service
- Opportunity to participate in PMI Leadership Institute Meeting (LIM)
- Opportunity to give back to your community