

# Vice President of Professional Development

## DESCRIPTION

Responsible for creating and managing professional development and education programs in accordance with chapter policies and bylaws. Responsible for the development of chapter education activities which include but are not limited to the preparation and maintenance of PMI's certifications, as well as the development and sustainability of relationships with external partners such as Authorized Training Partners (ATPs).

## RESPONSIBILITIES

1. Responsible for establishing the strategy for Professional Development, in support of the overall Chapter strategy, as well as managing the Professional Development department.
2. Develops and implements a chapter professional development plan, including a program roadmap for professional development content programs.
3. Coordinates chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days, certification courses and other educational activities.
4. Provides information and guidance to members and nonmembers on PMI certification/re- certification.
5. Incorporates feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivery to the audience regarding the contents of programs.
6. Works with marketing to promote the education and certification programs, as well as training opportunities offered by the chapter or those in partnership with ATP's and other providers.
7. Recommend and delivers project management education materials, courses, presentations and sessions including leadership development training programs in partnership with ATPs.
8. Seeks new project management professional development programs and services through networking with other educational organizations and PMI chapters.
9. Promotes the project management profession through the planning and coordination of special events, as identified and recommended by the chapter board, designed to enhance and expand the skills and knowledge of project managers.
10. Assists and performs recruiting and selection of personnel to carry out educational group activities at the chapter.
11. Negotiates and/or approves agreements between the chapter and related external partners.
12. Develop and manage the professional development budget.
13. Develop and implement succession and transition plan for the department and for the VP role.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Ability to develop and manage programs and event schedules
- Content and curriculum development
- Knowledge of PMI credentials and PDU requirements to provide guidance to members
- PMI knowledge and experience
- Event planning
- Contract and vendor management
- Effective negotiation and conflict resolution management skills
- Customer Service
- Executive-Level Leadership experience
- Persistence and follow through to ensure that each of the programs within Professional Development are functioning in accordance with their charters

## LEADERSHIP SKILLS

- Emotional Intelligence
- Coaching and Mentoring
- Volunteer Recognition and Appreciation
- Team Building
- Communication Skills (verbal and written)
- Relationship Building/Networking Skills
- Organizational Skills
- Persuasion/Motivation Skills
- Public Speaking/Presentation Skills
- Skilled in Strategic Planning and Process Execution

## COMMITMENT REQUIRED

- Two-year term
- Minimum 35+ 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 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. Refer to the Handbook for the most current information

## 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 comm