

Vice President of Strategic Planning

DESCRIPTION

Responsible for supporting the Office of the President and the Board in annual strategic planning and for developing knowledge management, and internal consulting for PMINYC as needed.

RESPONSIBILITIES

- 1 Assist the President and the Board in defining the chapter's strategic goals, chapter values, vision, and mission.
- 2 Lead the annual strategic planning cycle and Board transition.
- 3 Guide all Departments to deliver commitments aligned to the chapter's strategic goals, chapter values, vision, and mission.
- 4 Assist the President in directing the achievement of the agreed upon strategic goals by the chapter board.
- 5 Keep the board apprised of the progress of the chapter's strategic plan, objectives and key performance indicators.
- 6 Leading the PMINYC Data Team, collecting data, KPIs, and member feedback to support PMINYC initiatives and overall planning.
- 7 Help the board evaluate value to the membership.
- 8 Lead the Internal Consulting Team help support Departments in collaboration and development of shared strategic goals.
- 9 Assist the President in the charter renewal and PMI compliance process to ensure completion on or before the deadline set by PMI.
- 10 Assist the President in preparing for and leading Town Halls.
- 11 Assist the President in preparing for and leading the annual general meeting.
- 12 Assist the President in ensuring the Board works together as a team to achieve chapter goals, mission, and vision.
- 13 Develop and implement a succession and transition plan for strategic planning department, including VP strategic planning.
- 14 Work with the board and finance to ensure adequate financing is allocated to meet the needs of the short- and long-term strategy.
- 15 Develop and manage the strategic planning budget.
- 16 Ensure that any internal consulting projects run by the chapter are financially sound and will deliver appropriate value to members.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Big Picture Thinking
- Commercial Acumen
- Exceptional problem solving and analytical skills
- Ability to innovate
- Strategic planning and process implementation
- Forecasting/trend analysis — membership statistics, financial stability, etc.
- Internal and external analysis
- Data Analysis & Insights including Reporting Marketing Skills
- Marketing and Communication
- PMI knowledge and experience
- Program and Portfolio Management
- Strong verbal communication skills
- Leadership experience
- Proficiency in using Survey Tools/Market Research/Demographic Research

LEADERSHIP SKILLS

- Emotional Intelligence
- Coaching and Mentoring
- Conflict Resolution
- Team Building
- Communication Skills
- Relationship Building/Networking Skills
- Organizational Skills
- Persuasion/Motivation Skills
- Public Speaking/Presentation Skills

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
- Host annual strategic planning meetings

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
- Candidates with strategy & Board Experience in other organizations 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 community