

Vice President of Technology

DESCRIPTION

Responsible for all aspects of chapter technology including the acquisition of technology, support/maintenance of technology, technology governance and long-range and annual planning of technology in accordance with any current or future PMI procedures and guidelines. Responsible for working with chapter leaders and vendors to ensure alignment with the business needs of the chapter as well as ensure compliance with chapter and PMI Information Security Policies. In addition, the volunteer will drive the technological vision and strategy, to successfully deliver and implement technology solutions to meet the chapter's needs.

RESPONSIBILITIES

1. Participate in the request for proposal (RFP) and contract negotiations.
2. Research new technologies and/or features to improve the chapter efficiencies and membership experience and report on feasibility of proposed technology initiatives.
3. Collaborate with chapter leadership to propose initiatives.
4. Gather business requirements.
5. Oversee any initiatives for proposed technologies.
6. Lead implementation planning.
7. Provide administrative support for chapter technologies.
8. Be familiar with all aspects of operational technologies in place and be able to provide backup administrative support.
9. Ensure the chapter's owned, rented, or leased equipment is in good working order and tracked.
10. Develop and manage the annual technology budget.
11. Provide regular technology status updates to chapter leaders and board members and communicate with the Board regarding their needs on a regular basis.
12. Communicate service level agreements (SLAs) for issue/request intake process.
13. Manage, recruit and onboard internal and external technology volunteers and ensure providing timely responses to support requests.
14. Maintain data and transaction services and processes.
15. Maintain inventory of technologies in place, including administrative access information.
16. Ensure compliance with all software/subscription licenses that are acquired.
17. Ensure backups and ensure proper archiving occurs within the infrastructure.
18. Maintain the process and methods for access rights for chapter systems. Assess risk in IT systems. Partner with governance team where appropriate.
19. Ensure compliance with chapter and PMI information security policies. Partner with governance team where appropriate.
20. Successfully plan, track and deliver all IT-related services employed to benefit the chapter and report against KPIs.
21. Work with other technology team members, chapter board members and volunteers to identify opportunities to improve chapter technology and infrastructure.
22. Provide submission requests for budget and schedule estimates. Provide recommendations for system upgrades.
23. Assist in defining business capabilities.
24. Identify upcoming technology needs based on chapter plans/activities.
25. Keep current on technologies being adapted by PMI or other PMI chapters.

26. Ensure member, nonmember, and vendor information security. Partner with governance team where appropriate.
27. Perform application monitoring.
28. Develop and implement succession and transition plan for the role.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Contract and vendor management
- Organizational change management
- Management
- Infrastructure management
- Technical application skills
- Strong analytical, troubleshooting, and problem- solving skills.

LEADERSHIP SKILLS

- Stakeholder engagement
- Collaborative leadership
- Business process analysis

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 or other project management certification preferred
- Security+ Certification or equivalent required
- Cloud Foundation Certification required
- Coding Language Qualification in JAVA, C# or PYTHON 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