



Project Management Institute - New York City Chapter Role Description: Vice President Strategic Planning – NYC

OPPORTUNITY DESCRIPTION

The VP of Strategic Planning reports to the PMINYC President and shall be responsible for developing, documenting, and overseeing the management of long-term strategic objectives, including the annual planning of PMINYC. In establishing the role, the VP will define the mission, vision, and values of PMINYC which will serve as the foundation for the Chapter's strategic plan. With the President and Leadership of PMINYC, the VP of Strategic Planning will write the Strategic Plan for the organization with a focus on delivering value for all stakeholders and ensuring the long-term sustainability of the Chapter, while also ensuring strategic alignment with PMI's vision. The strategic plan will be supported by a Chapter roadmap, expected to span three to five years. The VP will collaborate with the governance body to ensure that the goals set forth in the approved strategic plan are implemented and followed as intended.

PROGRAM GOALS

- Provide a strategic plan and supporting roadmap for the PMI NYC Chapter
- Provide value to the Board and Members
- Support all Departments to deliver commitments aligned to the Vision, Mission, Values and Goals of PMI NYC Chapter

RESPONSIBILITIES

- Formulates chapter's strategic goals
- Lead in the development, implementation, tracking and analysis of how PMINYC measure and report on our strategic progress
- Provide template for monthly meetings to review objectives and goals of the Strategic Plan.
- Facilitates periodic strategic assessments to review Weaknesses & Challenges to be rectified and leverage identified Strengths & Opportunities (SWOCs)
- Oversee and manage the organization's strategic initiatives
- Support the Board of Directors, in any way required, to drive more value delivery to our members and to the profession



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ROLES AND RESPONSIBILITIES

- Work with VPs across departments to ensure collaboration on the development of shared goals to support the Strategic Plan
- Evaluate any activities that arise outside the approved strategic plan to determine alignment with overall long-term goals
- Review all Chapter appointments such as replacement of Board members, the Nominating Committee, and any other special committees in accordance with Chapter bylaws and the long-term strategic plan
- Develop and implement a succession and transition plan
- Provide guidance and counsel to the Board as needed
- Oversee the newly formed Executive Advisory Board and related events as needed by the President
- Create fruitful partnerships to fulfill members support and needs thru the Project Economy
- Promote leadership development opportunities for board development
- Perform any duties assigned by the President

STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Big Picture Thinking
- Superior influencing skills and ability to work successfully with peers, a true team player
- Strong strategic thinking/planning and in managing, leading, and influencing diverse groups of people
- Skilled in effectively engaging others both internally and externally in order to build partnerships, achieve strategic initiatives, and attain organizational goals
- Exceptional problem solving and analytical skills



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- Ability to simplify complex problems, work succinctly with others and be able to navigate political landscapes
- Ability to construct new and innovative solutions for complex and varying problems and situations while approaching issues/problems by considering the larger perspective or context
- Ability to lead while being part of an integrated team, including the ability to develop talent and build a high performing team
- Commercial Acumen
- PMI Knowledge and Experience
- Volunteer Recognition and Appreciation

LEADERSHIP SKILLS

- Project, Program and People Management Skills
- Able to delegate effectively
- Coaching and Mentoring
- Conflict Resolution skills
- Skilled in Strategic Planning and Process Execution
- Team building Skills
- Excellent Communication Skills
- Effective Listening Skills

COMMITMENT REQUIRED

- Minimum 30/50 hours per month
- Average Years of Project Management Experience: 18
- Average Years of PMI Volunteer Experience: 7.5



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REQUIRED CREDENTIALS

- PMP certification required
- VP Roles for 2 years in PMI NYC or another PMI Chapter/Other Organizations

PDUs 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 PDUs awarded under Category “Giving Back” per CCRS Handbook

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to participate in PMI leadership conferences