



Project Management Institute - New York City Chapter Role Description: VP of Professional Development

OPPORTUNITY DESCRIPTION

The VP of Professional Development reports to the PMINYC President and is responsible for establishing the strategy and overseeing the creation and delivery of Chapter professional development, educational and other functions as specified by the Board, in accordance with chapter policies and bylaws.

Responsible for the development of chapter education activities to include:

- Preparation and maintenance education for PMI's certifications
- Develop and maintain professional development programs and initiatives to enhance and grow the trade of project management and objectives of the "Project Economy"

PROGRAM GOALS

- Provide classes created by and / or coordinated by the Professional Development Team, Sponsors or PMINYC business partners
- Encourage members to obtain and / or maintain Project Management certifications (PMI and others)
- Provide quality classes to PMINYC members at discounted rates where their costs cover expenses with limited revenue for the Chapter.
- Provide classes in various formats including in-person, virtual and self-study and on demand
- Provide guidance to project managers (inexperienced and seasoned) on educational paths available to them.



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ROLES AND RESPONSIBILITIES

- Define strategies for improvement and oversee professional development / certification training programs
- Develop and implement a chapter professional development plan, including a program roadmap for professional development content programs
- Define strategies for creating educational programs and a process for continuous improvement
- Develop plans for and coordinate chapter events for learning opportunities, such as study groups, agile events, seminars, workshops, courses, professional development days, symposiums, and other educational activities
- Oversee training programs for soft skill development
- Provide information to members and non-members on Project Management career development
- Provide information and guidance to members and non-members on certification / re-certification in the context of PMI
- Promote Education Program offerings by managing the enhancement the PMINYC website related to learning and educational opportunities
- Gather and review feedback, suggestions, and recommendations to improve the value and effectiveness of offered programs to attendees
- Work with Marketing to promote the Professional Development offerings
- Recommend, develop or contract for courses, presentations, and sessions including leadership development training programs
- Seek new project management professional development programs and services by networking with other educational organizations and PMI chapters
- Promote the project management profession through the planning and coordination of special events, as identified by the chapter board, designed to enhance and expand the skills and knowledge of project managers
- Continue to provide Agile webinars and educational offerings



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- Work with other Chapter event planning teams to avoid conflicts and to leverage speakers and topics where possible
- Work with “Communications and Marketing” to promote the Professional Development offerings on social media
- Invite key influencers from industry to participate in chapter events, when applicable
- Develop and implement a succession and transition plan.

LEADERSHIP SKILLS

- Project, Program and People Management Skills
- Able to delegate effectively
- Executive-level leadership and management skills.
- Excellent communication skills (verbal and written) and organizational skills.
- Effective negotiation and conflict resolution management skills
- Seminar and Event Planning Skills
- Knowledge of PMI credentials and Agile certifications
- Content and curriculum development
- Contract and vendor management
- Ability to create and analyze surveys and evaluations
- Coaching and Mentoring
- Skilled in Strategic Planning and Process Execution
- Team building
- Public speaking and presentation skills
- Facilitation skills



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STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Management Skills
- Organization Management
- PMI Knowledge and Experience
- Volunteer Recognition and Appreciation

COMMITMENT REQUIRED

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

REQUIRED CREDENTIALS

- PMP certification desired
- Leadership roles for 2 years in PMINYC or 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