

Project Management Institute New York City Chapter

Business Development Manager

The PMINYC Marketing & Communications team serves as the voice of the organization and its mission & vision. We position the chapter for success by developing a brand identity that establishes a consistent presence in the community where we can make a positive impact. We'd love to connect with you and to join together in our work driving the growth of our organization as well as promoting visibility, awareness, and engagement in our membership.

Position Description

Business development managers play a crucial role in the success of an organization. These volunteers generate new sponsorship leads, negotiate offerings and contracts, and assist with forecasting chapter revenue. This is all to support one of the most important business development manager responsibilities — helping our chapter maintain our financial sustainability.

Responsibilities

Primary responsibilities include:

- Coordination of, but not limited to sponsors, partners, recruiters, and nonprofit allies.
- Seeking out brand recognition opportunities; collaborating with the Outreach Department.
- Supporting revenue growth via sponsorships but also demand creation, lead generation, and contributions for other teams' revenue growth
- Establishing rapport with current/future partners

Reporting & Communications Structure

This position reports to the Vice President of Marketing & Communications.

Skills & Experience Required

- Open to being trained in new skills.
- Exposure to project management experience at a managerial, executive level.
- Ability to network and initiate conversations with executive/senior management with a view to promoting the New York City Chapter of the Project Management Institute.
- Excellent communication and organizational skills.
- Ability to be a team contributor, tenacious, responsive and be open and accessible, as necessary.



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Commitment Required

- One hour per week.
- Participate in regular bi-weekly team meetings as well as planning sessions required for special projects.
- Attend Chapter meetings and other PMINYC leadership training and functions.

Anticipated Benefits to Volunteer

- Earn PDUs (1 PDU per hour served, - Giving Back Category)
- Build leadership skills and strong networking relationships
- Produce documentable career-enhancing achievements

Contact for Further Information

- Hai Duong VP Marketing & Communications– hai.duong@pminyc.org