



# Project Management Institute New York City Chapter

## Director, Corporate Outreach

**PMINYC Outreach serves as the ambassador for project management to New York City metro area organizations and global communities. We promote awareness and adoption of project management in everyday life across all professions. We build bridges through community initiatives.**

### *Position Description*

The Corporate Outreach Director engages with leading corporate partners to promote adoption of project management practices for other organizations as well as to encourage the corporations to turn to PMI NYC as a source for education, thought leadership as well as a welcome source of potential employees. Possible partners include local New York corporations as well as national or global firms with significant New York presence.

This role works with the V.P. Outreach and support Corporate Outreach team with activities that promote project/program/portfolio management with focus on strategic initiative alignment and doing the right work as well as doing the work right. The Director provides oversight and mentorship for the Corporate Outreach Program Managers (Program Manager of Corporate Events and Program Manager of PMO Roundtable) and the team as needed to achieve the overall Corporate outreach goals. Corporate Outreach team represents PMINYC to New York City area corporations in order to develop partnerships and expand the practice of project/program/portfolio management that will add value and benefit the participants

### *Program Goals*

For the first year of this role and program, the goal of the Corporate Outreach Director (and team) will be to:

- Establish relationships with corporations identified in conjunction with the Program Manager of Corporate Events, leveraging current membership as well as identifying organizations particularly open to engaging with PMINYC
- Establish relationships with professional organizations already engaged with corporations identified as potential engagement partners
- Once the corporate partners have been identified, work closely with the Corporate Outreach Program and Project Managers to create and execute the agreed upon initiatives with a goal of one event per quarter beginning in the Fall
- Establish PMO Roundtable events and pipeline of speakers in conjunction with the Program Manager of PMO Roundtable leveraging current membership as well as identifying organizations particularly open to engaging with PMINYC



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## ***Responsibilities***

Primary responsibilities include:

- Establish relationships with appropriate groups/individuals within potential partnership corporations
- Provide leadership for corporate outreach events and lead the corporate outreach team in these areas
- Provide timely open communications to VP, Corporate Outreach Program Managers and Marketing
- Work with chapter leadership to promote PMINYC and outreach
- Contribute to a knowledge base for presentations, templates, images, etc. that can be referenced and repurposed for all Outreach programs. Archive documents to Outreach repository.
- Maintain and initiate relationships with Corporate partners
- Explore opportunities for corporate outreach partners to make presentations at PMINYC Chapter meetings or to host outreach events and collaborate on projects that benefit the community

## ***Reporting & Communications Structure***

This position reports to the VP of Outreach.

## ***Skills & Experience Required***

- Significant Program Management experience at a managerial/executive level
- Enthusiasm for lifelong learning and activities
- Strong communication and organizational skills
- Software and computer skills: Word, PowerPoint, Google tools (Mail, Drive, Docs, Calendar)
- Willingness to coach and mentor Outreach volunteers and be coached and mentored
- Ability to be a team contributor, and to be persistent, responsive, open and accessible, as necessary
- Effective negotiation and conflict management skills
- Understand the needs and interests of corporate stakeholders as well as PMINYC members and prospective new members

## ***Commitment Required***

- Invest 10 to 15 hours per month, on a flexible consistent basis.
- Participate in regular Outreach meetings as well as planning sessions required for special projects.
- Manage Corporate Outreach events independently and responsibly
- Attend Chapter meetings and other PMINYC leadership training and functions.



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### *Anticipated Benefits to Volunteer*

- Earn PDU's.
- Build leadership skills and strong networking relationships.
- Produce documentable career-enhancing achievements.

### *Contact for Further Information*

- Diane Chan, VP Outreach – [diane.chan@pminyc.org](mailto:diane.chan@pminyc.org)

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