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# Volunteer - PDD / Symposia - Sponsorship Team

Applications can not be submitted by Coordinators or Reviewers of an opportunity. Please contact volunteer@pmi.org if you are the Coordinator and need this opportunity reassigned. If you are a Reviewer, please contact the Coordinator directly if you would like your viewing rights removed.

# Opportunity Details: 30418

Department PMI region or locale Coordinator name or Volunteer Engagement Liaison (VEL)

Northern America

Name: Sheryl Chuang

E-mail: fred.stein@pminyc.org

Chapter/Global Headquarters (GHQ):

New York City Chapter

Subregion Country State/Province

Northern America United States

Limit applications to local Volunteer job category Type of interaction volunteers only? Chapters In-Person and Virtual

No.

#### Estimated time commitment

- · Commit to holding the position for no less than 1 full PDD / Symposia cycle.
- Minimum of 10 hours per month.

Anticipated Benefits to Volunteer:

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

## Description or summary (committee purpose)

This position reports to the Symposia Team Lead - Sponsorships

Work with the Symposium Team Lead - Sponsorships:

- Execute the PDD / Symposium as a high-quality and cost-effective event.
- $\bullet$  Assist the PDD / Symposium in generating positive revenue for the chapter.

#### Deliverables

Engage organizations to become sponsors and vendors, and provide support to them. When sponsors are also speakers, support them in conjunction with the Content Team.

#### Duties

activities include but are not limited to:

- Identify and contact potential vendors and sponsors.
- Discuss the PMINYC offerings and determine where there are matches.
- Provide input for Vendor / Sponsor pricing (tables, advertisements, etc.).
- Communicate status and prospects to the Symposium Leadership.
- Solicit / procure vendors and sponsors (in partnership with the Symposium and Chapter's Marketing Teams).
- Identify authorized reimbursements where appliable.
- Provide input for the Sponsorship budget requirements.
- · Assist with the "Day of the Event" logistics.
- · Assist the Registration Team on sponsor material to be included with gift bags.

### **Prerequisites**

Experience Is membership required? Number of years as a member

165

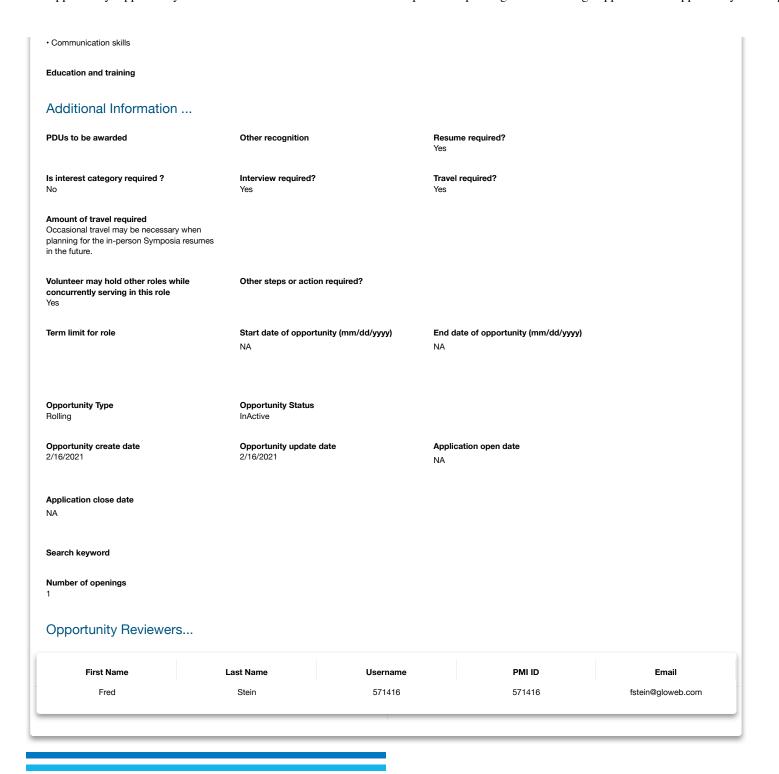
# Desired skill sets

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- Ability to identify prospects by performing research
- $\ensuremath{^{\bullet}}$  Ability and willingness to perform cold calls.

Credential(s) and number of years required

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