

# Strategy Analyst

## DESCRIPTION

The Strategy Department is responsible for supporting the Office of the President and the Board in annual strategic planning and for developing knowledge management, and internal consulting for PMINYC as needed.

This is a volunteer position in the Strategic Planning Department's Annual Planning Team– the means by which we determine the direction of membership and volunteer offerings, services and opportunities throughout the calendar year.

## RESPONSIBILITIES

1. Work closely with leadership and other team members to design and develop PowerPoint presentations and reports that effectively convey key messages and data to the board and membership.
2. Prepare content for key reports and presentations including board meetings, town halls and the annual business meeting.
3. Collaborate with various teams to ensure consistent messaging and alignment with organizational values.
4. Assist in analysis, reporting and presentation of the results from department surveys and other performance metrics.
5. Assist in preparation of the charter and annual plan.
6. Collaborate with other departments to gather data, assess organizational performance, and identify areas for improvement.
7. Monitor and evaluate the progress of strategic initiatives. Engage with stakeholders to gather feedback and ensure their needs are met in alignment with objectives during department projects
8. Stay informed about factors impacting PMI-NYC and provide insights to inform strategic decisions.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Strong analytical skills with the ability to interpret data and trends, diagnose problems, and recommend effective solutions.
- Strong visual design, storytelling and presentation-development.
- Excellent written and verbal communication skills, with the ability to present complex information in a clear and concise manner.
- Passion for the PMI-NYC and a commitment to our organization's mission and values.

## LEADERSHIP SKILLS

- Strong strategic thinking and problem-solving skills, with a focus on innovation and continuous improvement.
- Ability to communicate complex concepts effectively to diverse stakeholders, including senior leadership and board members.
- Proactive and self-motivated, with a commitment to achieving organizational goals.

## REQUIRED CREDENTIALS

- Experience with presentation deck and graphic design programs helpful, not required.
- Experience in consulting is helpful, not required.

## PDU'S 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 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the handbook for the most current information.

## ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements
- Opportunity to give back to your community

## COMMITMENT REQUIRED

- 2-10 hours monthly

## CONTACT

- [VPStrategicPlanning@pminyc.org](mailto:VPStrategicPlanning@pminyc.org)