

Program Manager – Education and PDD Sponsorships

DESCRIPTION

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

Program Goals – Work with the VP – Professional Development to:

- Generate positive revenue for the chapter.
- Support the programs and mission of PMINYC.

RESPONSIBILITIES

Activities include but are not limited to:

- Create or enhance Sponsor offerings for the PDD or advertising in the Catalogue of Educational Offerings
- Develop and propose PDD Sponsor pricing (tables, Ads, etc.)
- Solicit and procure Sponsors (in partnership with the entire PDD Team, and the Chapter's Corporate Outreach, Marketing and Sponsorship Teams)
- Coordinate reimbursements.
- Track / record payments from Sponsors, and ensure that the revenues are allocated to the correct teams.
- Prepare and submit budget requests to Chapter Leadership (VP – Professional Development).
- Collaborate with the PDD Facilities team for 'day of event' Sponsor logistics.
- Collaborate with PDD Registration on Sponsor material to be included with swag bags.
- Create role descriptions for volunteers in the unit and recruit volunteers.

This position reports to the VP – Professional Development.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Negotiating skills

LEADERSHIP SKILLS

- Project Management
- Event Management
- Strong leadership & communication skills.

COMMITMENT REQUIRED

- Commit to holding the position for no less than 1 full PDD cycle.
- Approximately 15 – 20 hours per month

REQUIRED CREDENTIALS

- PMP or comparable certifications are desired

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

ANTICIPATED BENEFITS TO VOLUNTEER

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