

VP of Partnership & Outreach

RESPONSIBILITIES & QUALIFICATIONS

General Expectations:

- Attend Monthly Board Meetings (2nd Wednesday of the month)
- Time – 1800–2100 hrs
- Submit meeting materials (including Monthly Status Report)
- Review materials from other portfolios
- Update PMI OVOC Calendar with portfolio activities
- Review portfolio budget
- Respond to emails within a typical business timeframe
- Provide strategic direction on the Chapter priorities and value added to members

Key Responsibilities:

- Responsible for establishing mutually beneficial partnerships with like-minded organizations (such as universities/colleges, industry, Registered PMI Education Providers, other non-profits) to promote the project management practice
- Leverage these partnerships to promote the chapter's events and services
- Collaborate with Kingston Section to facilitate local activities and ensure the section's budget is accounted for in the annual financial planning
- Reach out to academia to promote project management related professions
- Reach out to community for social-good contributions in coordination with the OMI OVOC PMI EF team
- Collaborate with business and academia to support project management professionals
- Establish and manage a team of volunteers to support portfolio initiatives
- Set up an annual partnership and outreach plan (including deliverables) with measurable outcomes
- Prepare the Partnership/Outreach budget

Qualifications:

- Experience in stakeholders management;
 - At least 2 years of experience in leadership role in an organization
 - At least 2 years of experience in leading and maintaining collaborative partnerships with variety of stakeholders
 - At least 3 years of experience in project management