



PITTSBURGH
CHAPTER

Job Description – Director of Strategic Partnerships

- **Term:** One year or as determined by the Board of Directors
- **Eligibility:** Member in good standing / Willing to dedicate the time, energy, talents, and enthusiasm required for the position
- **Reports to:** Vice President of Finance & Strategic Partnerships

General Responsibilities:

- Serve as a voting member of the Board of Directors.
- Support and defend policies and programs adopted by the Board of Directors.
- Conduct transition meetings with successor.
- Perform other duties as delegated by VP of Finance & Strategic Partnerships

Specific Responsibilities:

- Create and implement strategies to increase MPI Pittsburgh's visibility and strengthen its credibility through strategic partnerships with mission-aligned organizations.
- Initiate contact and build relationships with prospective partners, setting the foundation for collaboration and joint initiatives.
- Solicit financial and in-kind sponsorships for programs and events.
- Assist VP of Finance and Strategic Partnerships in developing a comprehensive sponsorship package.
- Assist VP of Finance and Strategic Partnerships in tracking fulfillment of partnership deliverables.

Time Commitment:

- Regular attendance at monthly meetings, chapter activities, and functions.
- Complete Board trainings through MPI Global.
- Attendance at Board retreats.
- Attendance at Chapter Leadership Summit, as directed by the President.
- Attend All Hands Global Calls.