VP of Partnership Development

Leadership Attributes

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Create objectives to support the chapter’s Business and Strategic plan</td>
<td>• Facilitation</td>
</tr>
<tr>
<td>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</td>
<td>• Collaboration</td>
</tr>
<tr>
<td>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</td>
<td>• Delegation</td>
</tr>
<tr>
<td>• Target incoming Vice President from committees who report to you</td>
<td>• Mentoring</td>
</tr>
<tr>
<td>• Transition with incoming Vice President</td>
<td>• Coaching</td>
</tr>
<tr>
<td></td>
<td>• Teaching</td>
</tr>
<tr>
<td></td>
<td>• Financial</td>
</tr>
<tr>
<td></td>
<td>• Conflict/Resolution</td>
</tr>
<tr>
<td></td>
<td>• Execution</td>
</tr>
</tbody>
</table>

Term: One year or as determined by the Board of Directors and Chapter bylaws

Eligibility:
- Member in good standing
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:
- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors
Specific Responsibilities:
• Responsible for building a strong support for MPI Pittsburgh programs and activities
• Develop strategies to increase revenue and in-kind support for the Chapter
• Monitor association and meetings industry trends to discover best practices in resource development by other organizations
• Ensure promotion of fundraising effort
• Follow through with collection of Strategic Partners funds and deliverables.
• Provide committees with a toolkit to use based upon standards of recognition set for all MPI-Pittsburgh sponsorships
• Support the committees to ensure the standards of recognition are implemented at all chapter events and manage the relationship with the chapter’s contracted sponsors
• Assist VP, Events and Director, Networking in regards to the raffles for the May fundraiser.
• Assist VP of Events, Director of Monthly Programming, and Director of Networking with finding any in-kind sponsorships for specific events.
• Create and monitor ongoing list of active Sponsorships and their contracted deliverables from MPI Pittsburgh.
• Complete Board Trainings through MPI Global

Reports to: President

Commitment:
• Regular attendance at monthly meetings and Board meetings
• Attendance at Board retreats
• Attendance at all official chapter activities and functions
• Attend All Hands Global Calls

Resources/Forms:
• Past year documents of Event Sponsors, Exhibit Table Sponsors
• Sponsorship levels and sales toolkit documents
• P & L
• Request for Proposals
• 18 month calendar
• Spreadsheet of May Celebration that references all donations and contact information.
• Past MPI Auction Donor Letter, Forms, Email, Tax Receipt.
• Check Requests Document
• Chapter Leader Resources Page
• Chapter Dashboard
• Google Drive
• Board Reports
• Business Plan
• Communication Request Form