

# VP of Partnership Development

## Leadership Attributes

<b>Management</b>	<b>Leadership Skills</b>
<ul style="list-style-type: none"> <li>• Create objectives to support the chapter's Business and Strategic plan</li> <li>• Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>• Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>• Target incoming Vice President from committees who report to you</li> <li>• Transition with incoming Vice President</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitation</li> <li>• Collaboration</li> <li>• Delegation</li> <li>• Mentoring</li> <li>• Coaching</li> <li>• Teaching</li> <li>• Financial</li> <li>• Conflict/Resolution</li> <li>• Execution</li> </ul>

*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