

Director of Procurement

Reports to: VP of Finance

Specific Responsibilities:

- Oversight of the following budget lines: Auction and the related venue expenses for educational programs and special events.
- Oversees the following Committees: Venue Sponsors and Service Sponsors
 - In-Kind Venue Sponsors – MPIWSC is planning to host 4 Educational Programs, 4 Strictly Socials, an Auction, an Awards event and the Hive. All of which will need venues donating their space in-kind. Actively solicit venues if there is not enough in-bound interest. Cascadia is NOT a part of this position and fall to the Director of Industry Alliance to secure.
 - In-Kind Service Sponsors – securing transportation, name badges, registration software, auction software, and any other non-venue in-kind donation request.
 - Co-Chair for Auction logistics – This is the chapter's biggest fundraiser of the year. This person will oversee the marketing, menu selection, entertainment, AV content and other logistics of the event and work closely with the Raffle Chair who will be securing the items.
- Assist with the development and marketing of an all-encompassing RFP request to the membership. Work with committee to strategically place events with interested venues.
- Assist with the development of a Sponsorship packet that reflects value to our sponsors.
- Collaborate on the Chapter's strategic partnership efforts, in conjunction with the VP of Finance, Director of Sponsorship, and Chapter Management in collaboration with Committee Chairs.
- Identify and cultivate relationships with suppliers, helping the chapter achieve our financial goals through in-kind or cash opportunities, referring to Director of Sponsorship when it's a better fit.
- As needed, work with Director of Sponsorship to develop custom packages that might include crossover between cash, in-kind opportunities for not only our chapter events but also Cascadia and the Hive.
- Create objectives to support the chapter's Strategic Business Plan.
- Educate committee chairs with processes, procedures and tools to achieve committee objectives.
- Keep current with industry standards and new ideas for sponsor benefits that would make hosting events with our chapter more attractive.