Director, Strategic Alliance

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 director from committees who report to you</td>
<td>● Mentoring</td>
</tr>
<tr>
<td>● Transition with incoming Director</td>
<td>● Coaching</td>
</tr>
</tbody>
</table>

Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws (July 1 - June 30)

*Helpful Skills:*
- Knowledge of the industry and the people in the industry, organized, great follow-up, comfortable with sales and fundraising

*Eligibility:*
- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- 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

MPI Greater Edmonton Chapter - Revised January 2020
Specific Responsibilities:
- 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
- Develop, implement and manage Chapter fundraising efforts and events
- Ensure promotion of fundraising effort
- Follow through with collection of Strategic Partners funds and deliverables.

Reporting Structure:
- Reports to: Vice President of Finance

Commitment:
- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings
- Attendance at Board retreats (2 times per year)