



Project Management Institute Portland Chapter Volunteer Job Description Form

Job Title	Sponsor Programs Manager
Job Description	<p>Job Overview The Sponsor Programs Manager works under the Director of Sponsor Programs to identify and recruit sponsors for Chapter meetings and other activities as needed for a specific geographical area or vertical market.</p> <p>Job Details</p> <p>The Sponsor Programs Manager identifies and recruits sponsors for Chapter meetings and events such as the monthly Chapter meeting and Annual Conference in August. This function generates income and manages the relationship with sponsors. The function takes direction from the Director of Sponsor Programs to implement recruiting across an assigned region or vertical market.</p> <p>Required Skills</p> <p>Requires proactive communication skills with business contacts to obtain their sponsorship commitments. Build relationships with people and businesses that can benefit from a relationship with PMI Portland Chapter. Willing to make sales calls and follow through on leads. Meets deadlines for Chapter meetings and follows through on collecting sponsor marketing materials and payment.</p> <p>Desired Skills</p> <p>Ability to close on leads multiple months in advance.</p>
Job Duration	This position is ongoing throughout the PMI Calendar Year.
Time Commitment / Week	2 hrs.
PDU's	1 PDU per hour of worked, up to the maximum allowed.
Contact Name	Lokesh Aggarwal, VP of Marketing Vp_marketing@pmi-portland.org