



Volunteer Job Description

JOB TITLE	VP of Marketing
JOB DESCRIPTION	<p>Job Overview</p> <p>Work closely with the outgoing VP of Marketing and VP at Large to transition into this key board position.</p> <p>This is an outstanding opportunity to develop, practice and exhibit leadership, strategic planning, organizational development, budget development and management, decision-making, strategic management and communication skills while building the strong network relationships with the chapter leaders and members that will further your career.</p> <p>VP of Marketing provides leadership, management oversight, support and guidance for the marketing aspects of chapter activities and services. The position also acts as liaison between PMI-Portland and the media to make sure that chapter events are widely known. This position manages a support organization including Directors of Branding, Sponsorship, Marketing Services and Communications.</p> <p>This position is open to any ambitious and motivated PMI Portland member willing to invest 20-25 hours per month on a flexible, consistent basis, and attend monthly chapter dinner and board of director's meetings.</p> <p>Job Details</p> <ul style="list-style-type: none">• The Vice President Marketing shall provide marketing support for all chapter activities, provide branding control over Portland Chapter communications, and manage the sponsorship program.• Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">• Relationship and team management, analysis, reporting, process improvement, communication, team development and leadership. Experience building and leading teams of diverse professional and creative talent.• Proficient in products such as Excel, Word, Outlook, various browsers, etc. Experience in Marketing, PR or Communications.• Some experience with Web design and social media highly desirable. <p>Career Benefits</p> <p>This is a high-profile position that can have a significant impact on your career and the chapter as it interacts with all PMI Portland portfolios and the membership at large. This position provides the opportunity to build your professional network and fine-tune your leadership abilities. In addition, this position is eligible for dinner meeting discounts, and eligible for regional and annual LIM conference attendance at little or no cost.</p>
TIME	Job Duration July 1, 2017 through June 31 of 2019



Project Management Institute Portland Chapter

COMMITMENT	Estimated Hrs/Week 4 to 8 hrs / week
CHAPTER INFO	PMI Portland Chapter membership required? <ul style="list-style-type: none">• Active membership in-good- standing in both PMI-Portland and PMI global is required. PMI certification required? (No) Which certification? (PMP Preferred) Portfolio Executive Division/Team (n/a) Team Leader's Name (Stephen Wilks) Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership
PDU's	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	Go to https://vrms.pmi.org, use Search Term (9643)
QUESTIONS?	Hiring Manager Name (Stephen Wilks) Title (President Elect 2016-2017) Email (presidentelect@pmi-portland.org)