



# Project Management Institute Portland Chapter

## Volunteer Job Description

<b>JOB TITLE</b>	<b>Annual Conference Sponsorship Lead (2019)</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b></p> <p>This Lead volunteer is part of the AC Project Team led by the Director of the Annual Conference and is part of the Marketing Communications team working closely with the Chapter's Director of Sponsorship. The Sponsorship Lead is responsible for recruitment, selection and management of sponsors to meet the goals for the Annual Conference and provide an outstanding experience for the sponsors.</p> <p><b>Job Details</b></p> <p><b>Planning and Pre-Event Execution</b></p> <ul style="list-style-type: none"><li>• Develop the Sponsorship Management Plan and activities schedule that rolls up to the overall Annual Conference Project Plan and agreed upon milestones, including sponsorship agreements.</li><li>• Collaborate closely with the Director of Sponsorship, the Marketing Communications Lead and the web team in order to meet promotional and print deadlines for exhibitor recognition; and with the Event Manager for venue details.</li><li>• Attend weekly or other agreed-upon project meetings as called by the Annual Conference Director or Sponsor.</li><li>• Recruit and train necessary assistant and other volunteer team members to implement the activities of the Sponsorship Management Plan. Collaborate with the Volunteer Management Lead for proactive recruiting and onboarding. Create working charter with assistant and any volunteers working directly with the Lead in order to effectively communicate progress, delegate work, and resolve issues. Ensure volunteer hours are reported through TrackItForward system.</li><li>• Determine and lead team meetings as appropriate.</li></ul> <p><b>Day of Event</b></p> <ul style="list-style-type: none"><li>• Ensure all sponsors have agreed-upon accommodations</li><li>• Serve as main point of contact on site for the sponsors at set-up</li></ul> <p><b>Event Close/Follow-Up</b></p> <ul style="list-style-type: none"><li>• Clean up as appropriate and prepare items for PMI storage</li><li>• Maintain ongoing log of Lessons Learned and participate in the Retrospective after the Conference</li><li>• Compile final report for submission to the AC Director</li></ul>

	<ul style="list-style-type: none"> <li>• Thank team of volunteers and follow-up with sponsors for feedback</li> </ul> <p><b>Required Skills/Qualifications</b></p> <ul style="list-style-type: none"> <li>- Excellent interpersonal communication with great follow-through</li> <li>- Ability and desire to drive for results</li> <li>- Ability to work with other team leads and volunteers, influencing others to achieve results</li> <li>- Attention to detail important</li> <li>- Ability to develop plans and execute them to successful outcomes</li> <li>- Proficiency at Microsoft Office applications</li> </ul> <p><b>Career Benefits</b></p> <ul style="list-style-type: none"> <li>- Add to your Project Management experience and exposure to the PMI community at large (great for those looking to complete an application for the PMP Exam)</li> <li>- Additional PDUs</li> <li>- Build your professional network as you engage with PMI volunteers</li> <li>- Increase your team leadership skills and experience</li> <li>- No cost attendance of annual conference</li> </ul>
<b>TIME COMMITMENT</b>	<p><b>Job Duration</b> 1 year with possibility of extension</p> <p><b>Estimated Hrs/Week</b> Varies; may exceed 10 hours per week, except for the week of the conference, when it may exceed 10 hours per day.</p>
<b>CHAPTER INFO</b>	<p><b>PMI Portland Chapter membership required? (Asst Dir and above)</b> Yes</p> <p><b>PMI certification required?</b> No    <b>Which certification?</b> (Fill in here)</p> <p><b>Portfolio</b> Executive</p> <p><b>Division/Team :</b> Annual Conference</p> <p><b>Team Leader's Name</b> Sandra Koelle</p> <p><b>Chapter Leadership webpage -</b> <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a></p>
<b>PDUs</b>	1 PDU per volunteer hour worked. See <a href="http://pmi.org">PMI.org</a> <b>CCRS</b> information for details.
<b>TO APPLY</b>	Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a> , use Search Term ( 17036 )
<b>QUESTIONS?</b>	<p><b>Hiring Manager Name</b> Sandra Koelle</p> <p><b>Title</b> Director of Annual Conference</p> <p><b>Email</b> annual_conf@pmi-portland.org</p>