

# VP of Professional Development Job Description

## Overview

The Vice President for Professional Development manage the distribution of information regarding education and certification, as well as training opportunities offered by the chapter

## Role and Responsibilities

- Define strategies or improvement in professional development/training programs
- Develop and implement a chapter professional development plan, including a program roadmap for professional development content programs
- Develop plans for and coordinate the chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities
- Oversee soft skills development and training programs
- Manage chapter created credential examination review courses and other such courses
- Provide information to members and nonmembers on career development
- Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs
- Provide the information necessary to market the education, certification, as well as training opportunities by the chapter
- Recommend, develop and deliver project management education materials, courses, presentations and sessions.
- Provide the information necessary to market the education, PMI certification, as well as training opportunities offered by the chapter
- Develop and implement a plan for educational outreach at the elementary, secondary, and collegiate levels.
- Develop and implement a program roadmap for all events
- Advance the project management profession through the planning and coordination of special events, as identified by the chapter's board
- Develop and implement a succession and transition plan

## **Qualifications and Education Requirements**

- Member in good standing of PMI and PMI Eastern Idaho Chapter
- Ultimate team player – as a leader and team member
- Must be willing to commit to attending Board and Membership meetings, responding to emails and participating in chapter operations as appropriate.

## **Role Specific Skills**

- Program and Event Planning Skills
- Ability to Develop and Manage Program and Event Schedules
- Knowledge of PMI Credentials and PDU's
- Contract and Vendor Management
- Ability to Create and Analyze Program Survey's and Evaluations
- Basic Budget Management Skills
- Content and Curriculum Development

## **Other Leadership Skills**

- Ability to Delegate Effectively
- Public Speaking/Presentation Skills
- Team Building Skills
- Facilitation Skills
- Time Management Skills
- Adaptability & Flexibility

## **Additional Notes**

- Familiarity with best practices in Professional Development Programs a plus