



PMI NASHVILLE CHAPTER

Started in 1996, the chapter is located in Nashville, TN, and is comprised of over 1,400+ members. Its mission is to advance project management in the Nashville area, helping members grow professionally with a variety of offerings.

Job Title: Director of Sponsorships and Marketing

Reports to: VP of Marketing

Term: Jan 2017 – Dec 2017

Job Description: Procure Sponsorships and Advertising for the PMI Nashville Chapter

Director of Sponsorships and Marketing Goals for upcoming year:

- Procure sponsorships for PMI Nashville:
 - Frequency: As needed
 - Identify organizations interested in sponsorship events
 - Respond to inbound inquiries for sponsorships
 - Manage the sponsorship process from cradle to grave
 - Identify new sponsorship opportunities

Director of Sponsorships and Marketing Responsibilities:

- Procure sponsorships for PMI Nashville:
 - Frequency: As needed
 - Identify organizations interested in sponsorship events
 - Respond to inbound inquiries for sponsorships
 - Manage the sponsorship process from cradle to grave
 - Identify new sponsorship opportunities
- Procure advertisements for PMI Nashville:
 - Frequency: As needed
 - Identify organizations interested in advertising with PMI Nashville
 - Respond to inbound inquiries for advertisements
 - Manage the advertisement process from cradle to grave
 - Identify new advertising opportunities
- Miscellaneous
 - Frequency: As needed
 - Work on other ad hoc projects like identifying ways to promote events, generate interest in the chapter, monthly event participation/promotion, etc.
 - Strive to achieve the Chapter vision, mission, and objectives as detailed by the BOD, PMI Global, and Chapter’s strategic plan.

Skills/Qualifications:

- Knowledge of PMI Bylaws and Policies, Records Retention requirements.
- Strong communication skills (oral, written, presentation, editing/proofreading and listening) as well as prioritization skills.

Requirements:

- Member in good standing of the Nashville Chapter and have been for the past year while complying with Chapter Bylaws.
- Willingness to learn and try new things while have access to the Internet.
- Able to coach/mentor others and be willing to be coach/mentored.
- Ability to be a team contributor, to be persistent when necessary, responsive, open and accessible.
- Ability to lead, share, and delegate.

E-mail address: strategicpartnerships@pminashville.org

External URL: www.pminashville.org