

Programs and Events, Director
2-Year Term
Board of Directors Position Description

Role Description

The Programs and Events Director leads the chapter's efforts to plan, coordinate, host, and evaluate chapter programs, events, and training opportunities. More specifically, this role focuses on providing chapter members with high quality in person and virtual learning and development experiences.

Key Responsibilities

The Programs and Events Director collaborates with other Board members and volunteers to plan, facilitate and evaluate ongoing programs, events, and training. Key responsibilities include, but are not limited to:

- **Collaborate with Board** to develop (and update as necessary), policies and procedures related to programs, events and training
- **Establish, guide and lead** the work of the Program and Events Committee; including its activities, volunteers, and work efforts. This will include:
 - **Develop an annual program**, event, and engagement strategy; gain Board approval on the strategy. Strategy will include a plan that defines a combination of in person, virtual and online professional development and engagement, networking, organizing professional development events and available resources, and designation of the frequency, type, and geography of events for the year
 - **Lead implementation** of the program, event, and engagement strategy; provide regular updates to the Board. Implementation strategies will/may include:
 - **Presenter/Speaker Recruitment** – develop and implement process for soliciting, vetting, selecting and securing presenters/speakers/trainers.
 - **Logistics** – collaborate with other Board members to budget, secure sponsorships, facilitate registration, execute speaker agreements, secure venues and refreshments
 - **Promotion** – collaborate with Public Relations and Communications Director to promote events
 - **Program and Event Management** – collaborate with Board members and volunteers to plan, host, and facilitate events
 - **Program and Event Evaluation and Reporting** – develop and implement methodology to evaluate programs and events, report results, and adjust as necessary
 - **Collaborate with ACMP Global** on programming, events, and development initiatives to best serve the chapter
 - **Online Resources** – explore opportunities to establish and maintain online resources, tools and templates for member use/reference
 - **ACMP DC Annual Conference** – Lead coordination, facilitation and program execution for annual chapter conference.
- **Ensure transparency and ethics** in program, event and development activities and programming in compliance with standards set by the Board
- **Collaborate with the Vice President and Training Director** to identify and develop other institutional relationships to foster the chapter's mission and as approved by the Board for development, such as relationships with other associations, vendors, universities or other organizations
- **Collaborate and provide support** to other Board members as required and appropriate

Desired Skills/Experience

- **ACMP Experience** – active ACMP DC member in good standing for minimum of six months; prior experience serving in a leadership capacity for the chapter; strong personal and professional commitment to and knowledge of ACMP DC's mission
- **Multi-Tasking Wizard** – ability to manage and lead multiple projects, deadlines, and initiatives, working with and through a cast of creative and dedicated volunteers
- **Detail Oriented** – gifted with a strong attention to detail and accuracy, ability to prioritize and organize multiple projects, meet deadlines, problem solve, and get things done through others
- **Team Leader and Motivator** – ability to inspire, motivate, organize, and achieve results on time and within budget
- **Innovator, Problem Solver and Doer** – ability to take ownership, exercise creativity and willingly translate strategy into action that produces concrete results
- **Communicator** – well developed oral, written and interpersonal communication skills; strong business and interpersonal instincts, judgment and integrity
- **Relationship Builder** – ability to quickly build rapport, build alliances, and influence others in a way that produces win-win outcomes
- **Strategist** – ability to conceptualize and develop a strategy to meet the chapter's programming goals and overall mission
- **Prior experience** in program, event, training, and professional development program management highly desirable
- **Prior nonprofit experience** highly desirable

Time Commitment

This position is one of nine volunteer ACMP DC Chapter Board members. The position will work closely with the Board and volunteers to strategize, implement and evaluate program, event and training activities in support of the chapter mission. The Programs, Events and Training Director participates in bi-weekly Board meetings via phone/web (1-hour), periodic in person/phone strategy sessions, committee meetings, and chapter events/activities. All Board and committee meetings include preparation time, follow-up, and various action items assigned. This represents an average of approximately 15 hours per month.