

The Mission and Purpose of PMI-SVC Programs

Our purpose is to increase awareness of project management as a skill, practice and profession to enable changemakers within the Sacramento Valley Chapter of PMI. We are the growth, innovation and opportunity development branch of the Chapter with the mission to increase awareness of project management and develop long term relationships with future partners and members. Our goal is to build relationships to inspire new and existing members.

**Director of New Membership**

ROLE DESCRIPTION: Responsible for addressing the needs of new members, including membership recruitment, retention, and associated value delivery in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

* Use strong customer service skills to answer general member/non-member information inquiries and other requests for assistance with membership and its benefits
* Plan, oversee, and ensure successful quarterly New Member Orientation events
* Oversee and manage New Member Welcome Interview process
* Manages and is responsible for the Chapter Guest Pass program.
* Develop and implement membership welcome and support plan including the promotion of PMI and chapter membership value
* Communicate member value through various delivery methods in alignment with the Membership Benefits Package
* Utilize membership marketing materials available through the PMI Marketing Portal Develop and implement a rewards and recognition program plan to recognize member milestones (such as anniversaries or awards)

LEADERSHIP SKILLS:

* Persuasion/Motivation Skills
* Public Speaking/Presentation Skills
* Skilled in Strategic Planning and Process Execution

*Expected time commitment*: At least 15-20 hours per month

Contact Information

To find out more about this position and the chapter, please contact:

Adam Schmidt, Vice President of Member Relations, VPMR@pmi-svc.org