Coordinator Role

**Position Title: Allied Partnerships Coordinator**

**Description:**

Term: 15 months

Reports To: Director of Conference & Partnerships

Voting Position: No

Supervisory Duties: No

Committee Members: No

Executive Committee: No

Board Appointed: No

The Allied Partnerships Coordinator increases visibility of the chapter by building strong relationships with local talent development organizations.

**Time Commitment:**

5-10 hours on average per month, increasing to an average of 10-15 hours during months that partnership events are scheduled.

**Key Competencies:**

Relationship Building, Event Planning, Communication, Collaboration, Project management

**Primary Responsibilities:**

* Cultivate relationships with local professional associations that support the broad range of Talent Development competencies within ATD.
* Plan & deliver quarterly virtual events a year for Allied Partners.
* Participate in after action review to ensure continuous development.
* Partners with Evaluation Coordinator to ensure that survey data is captured for each event.
* Learn best practices from established partners; identify opportunities for programming and sharing learnings with ATDps Board
* Work collaboratively with other Board members to ensure volunteer resources are in place at least two months in advance for virtual events.
* Promote partnerships and related events/ activities through ATDps newsletter, social media, the website by working with Director of Marketing & Communication.

**Success Measures:**

* Builds on established allied partnerships with ICF Washington & Lake Washington HRA.
* Established relationship with new allied partners as appropriate.
* Deliver quarterly events using Allied best practices document.
* Refines best practices document with lessons learned from each event.
* Attends at least one ATD Board meeting to share best practices learned.
* ATDps co-delivers quarterly virtual events. Events evolve based on survey data.
* Co-sponsored events are promoted on website at least six weeks in advance.
* All events/partnerships are published/promoted in newsletter and chapter’s social media.
* Works collaboratively and respectfully with Board members and other volunteers

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| **Privileges:**  | **Additional Expectations:** |
| Free attendance at Partnership events | Member of ATD Puget Sound chapter for term |
| Position listed on resume and LinkedIn | Post comments/ engage in chapter’s social media |
| Potential for career pathing to other Board roles | Meet success measures listed above |