

Manager Role

**Position Title: Professional Development Manager**

Term: 15 months

Reports To: Dir of Special Events

Voting Position: No

Supervisory Duties: Ad-hoc

Committee Members: Ad-hoc

Board Appointed: Yes

**Description:**

Ensures the delivery of paid professional development events to deepen the diverse skill sets of ATDps members.

**Time Commitment:**

10 hrs./month, with a potential increase in time commitment around event delivery

**Key Competencies:**

Communication, Teamwork, Reliability, Event Management

**Primary Responsibilities:**

* Work collaboratively with Director of Special Events to implement overall strategy for the year
* Determine revenue goals and meet or exceed them
* Provide day-of coordination for each professional development event
* Secure event speakers on own or by working with a Professional Development Committee
* Work with Operations Coordinator to secure location, catering and a/v equipment
* Work with Evaluation Coordinator to ensure evaluations are at event
* Work with Registration Coordinator to ensure a smooth customer experience
* Work with Director of Communications to ensure promotion of event
* Work with Board of Directors to enlist their support in securing possible sponsors

**Volunteer Management:**

* Work with Director of Membership to secure Professional Development Committee members, if prefer to have a committee help recruit, evaluate and book speakers

**Budget Management:**

* In collaboration with the Director of Finance, create both annual and event-specific budgets
* Provide budgets to Director of Programs & Director of Special Events for review and approval
* Work with Director of Finance to sign contracts and make payments
* Track all expenses and submit receipts for reimbursement within 30 days of purchase

**Speaker Management:**

Work on own or collaboratively with Committee to accomplish the following tasks:

* Solicit, track, evaluate, select and secure speakers for professional development events
* Determine deadline for RFP’s and mechanism for scoring applications
* Topics selected are mapped to ATD competencies, compelling to chapter members and balanced with the list of monthly chapter meeting topics
* Notify all applicants of selection, non-selection, or other speaking options with the chapter
* Secure speaker for each event at least 6 weeks in advance of event date
* Coach speaker on time limits, expectation of engaging activities and no sales pitch
* Communicate with Operations Coordinator speaker’s a/v needs and room set-up
* Obtain speaker bio for website and coordinate introduction of speaker at event
* Coordinate with Director of Communications to promote speaker/event 6 weeks in advance, providing speaker headshot and bio, and written event description for website & newsletter
* Provide gift and thank-you card to speaker at event
* Ensure event evaluation feedback is sent to speaker no later than 1 week after event

**Day-Of Coordination:**

* Communicate number of registrants to Operations Coordinator for location set-up and catering needs
* If Operations Coordinator cannot attend, coordinate catering and room set-up and break-down, including a/v, Wi-Fi, easels, markers and trash management
* If Registration Coordinator cannot attend, manage registration and nametags
* Greet speaker and get them set up
* Greet sponsors and show them set-up area
* Troubleshoot any day-of issues to ensure a smooth experience for customers

**Success Measures:**

* Revenue goals for professional development events are met
* Attendance at events increases over previous year
* At least one professional development event is offered per quarter
* All events start and end on-time
* Quarterly professional development events are listed on website at least 6 weeks in advance
* Events run smoothly including registration, catering, a/v and room logistics
* 85% or higher of participants express satisfaction with events and programming
* Receipts are submitted for reimbursement within 30 days of purchase
* Ensure evaluation summaries are sent to Director of Programs & Director of Special Events
* Works collaboratively with others, including Board members and volunteers

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| **Privileges:** | **Additional Expectations:** |
| Free attendance at all professional dvlpmt events | Member of ATD Puget Sound chapter for term |
| Position listed on your resume and LinkedIn profile Opportunity to connect with ATDps members  Potential for career pathing into future Board positions | Provide annual budget numbers  Post comments/ engage in chapter’s social media  Meet success measures listed above  Advise Director of Special Events of trends seen in |
|  | meeting evaluations to inform future strategy |
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