



Job Description - Vice President of Finance & Strategic Partnerships

- **Term:** One year or as determined by the Board of Directors
- **Eligibility:** Member in good standing / Previous service on the Board of Directors / Willing to dedicate the time, energy, talents, and enthusiasm required for the position
- **Reports to:** President

General Responsibilities:

- Serve as a voting member of the Board of Directors.
- Member of Executive Committee.
- Chair the Budget & Finance Committee.
- Act as a coach, advisor, and counselor to assigned committees.
- Support and defend policies and programs adopted by the Board of Directors.
- Ensure fiscal responsibility of the committee(s) to which the position is assigned.
- Conduct transition meetings with successor.
- Perform other duties as delegated by the Chapter President.

Specific Responsibilities:

- Understand, manage, and supervise the entire MPI Chapter Budget, including forecasting and actuals.
- Foster financial awareness across the board by providing regular updates and encouraging accountability.
- Contribute to achieving financial income goals for monthly events, special events (Holiday Awards Gala/May Celebration/GMID), and other partnership opportunities.
- Contribute to brainstorming sessions for innovative ideas to increase revenues and/or cut back on expenses.
- Build strong support for MPI Pittsburgh monthly programs and activities by developing and selling monetary and in-kind partnership opportunities.
- Follow through with the collection of partnership funds and promised deliverables.

- Assist in finding monthly event sponsors, as needed.
- Serve as an authorized signer for checks and finances, approve all check requests, and create/monitor an ongoing list of active partnerships and their contracted deliverables from MPI Pittsburgh.

Time Commitment:

- Regular attendance at monthly meetings, chapter activities, and functions.
- Complete Board trainings through MPI Global.
- Attendance at Board retreats.
- Attendance at Chapter Leadership Summit, as directed by the President.
- Attend VP of Finance Global Calls.
- Attend All Hands Global Calls.
- Attend monthly finance calls with Paragon and the Office of the President.