

## Director, Strategic Alliance

### Leadership Attributes

<i>Management</i>	<i>Leadership Skills</i>
<ul style="list-style-type: none"> <li>● Create objectives to support the chapter's Business and Strategic plan</li> <li>● Educate committee chairs with processes, procedures and tools to achieve committee objectives</li> <li>● Assist in budget development for all committees reporting to director based on line items in overall chapter budget</li> <li>● Target incoming director from committees who report to you</li> <li>● Transition with incoming Director</li> </ul>	<ul style="list-style-type: none"> <li>● Facilitation</li> <li>● Collaboration</li> <li>● Delegation</li> <li>● Mentoring</li> <li>● Coaching</li> <li>● Teaching</li> <li>● Financial</li> <li>● Conflict/Resolution</li> <li>● Execution</li> </ul>

### Job Description

*Term:* One year or as determined by the Board of Directors and Chapter bylaws (July 1 - June 30)

### *Helpful Skills:*

- Knowledge of the industry and the people in the industry, organized, great follow-up, comfortable with sales and fundraising

### *Eligibility:*

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

### *General Responsibilities:*

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors

*Specific Responsibilities:*

- Develop strategies to increase revenue and in-kind support for the Chapter
- Monitor association and meetings industry trends to discover best practices in resource development by other organizations
- Develop, implement and manage Chapter fundraising efforts and events
- Ensure promotion of fundraising effort
- Follow through with collection of Strategic Partners funds and deliverables.

*Reporting Structure:*

- Reports to: Vice President of Finance

*Commitment:*

- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings
- Attendance at Board retreats (2 times per year)