



Director, Community Relations

Position Summary:

Responsible for promoting the Chapter, coordinating marketing efforts to increase membership and program attendance, and seeking sponsorships. This includes expanding awareness of ATDVOS through development of strategic relationships with local businesses, governmental agencies, and other professional organizations.

Time Commitment:

Term: Two years

Estimated Time Requirements per month:

- Attending board meetings: 2 hours (plus travel time if in-person)
- Attending monthly chapter meetings: 2 hours (plus travel and set-up time if in-person)
- Attending ATD Leader Calls: 1 hour
- Managing all volunteer-related issues: 3-6 hours

Participation Expectations:

- Attend at least 8 of 10 board meetings annually -- most board meetings are virtual
- As a leader in the Chapter, attend at least 2/3 of Chapter events
- Attend ATD Regional Chapter Leader monthly conference calls
- Recruit and train replacement

Responsibilities:

Chapter Support

- Negotiate Partnerships
- Identify sponsors who can assist with underwriting costs of chapter events and official functions.
- Identify “win-win” partnership opportunities which benefit the chapter and other entities
- Provide support to media and governmental agencies on matters related to workplace learning & performance
- Develop relationships with other professional organizations whose mission(s) complement those of ATD.
- Serve as liaison between the Chapter and the community
- Identify options to spotlight ATDVOS chapter members in Arizona Publications and

on-line; including opportunities for articles or presentations.

Board Participation (Voting Member)

- Participates in the development and implementation of short-term and long-term strategic planning for the chapter
- Provide a report on volunteer activities at the monthly Board meeting
- Maintain and update records relevant to the position for benefit of successor
- Before the end of Board term, recommend at least two potential candidates for the position
- Train successor in duties for this position during the transition period prior to successor's term of office
- Support and promote chapter affiliation requirements (CARE), and the strategic goals and action plans of the chapter
- Represent the chapter professionally and ethically in all business functions/organizational activities
- Attend and participate in board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

Key Collaborators

All Directors requiring assistance and, especially, the following:

- President
- Director, Professional Development & Programs
- Director, Marketing and Communications

Qualifications and Desired Characteristics:

- Required to be a member of ATD National and Valley of the Sun chapter
- Skilled in written and verbal communication, personal interaction, and problem-solving
- Ability to plan, organize, and execute activities as required by the position
- Ability to complete projects within established timeframes
- Ability to delegate tasks and monitor follow-through
- Strong analytical and networking skills
- Ability to fully participate in chapter programs and board meetings
- Strong advocate for the chapter
- Ability to recruit, onboard, and manage volunteers