



Job Description

Board Position: Director of Strategic Partnerships
Length of Term: Two Years
Revision Date: March 2024

Position Summary

The director of strategic partnerships is responsible for maintaining and creating local partnerships for the chapter. The director of strategic partnerships serves a two-year term.

Responsibilities

- Creates a pipeline of internal and external connections for future partnerships and potential speakers.
- Maintains relationships with local partners through one-on-one meetings, email and phone.
- Connects with director of programs and publicity to organize communication for monthly partner's sponsorship.
- Maintain and update the chapter's website regarding event and speaker lineup, and sponsor information.
- Identify rewards and benefits for potential partnerships.
- Respond to inquiries from the board in a timely manner to ensure progress of all chapter goals and strategies.
- Complete special projects upon request.
- Read and follow all Chapter Bylaws.
- Develop future leader to fill role as part of the succession planning.
- Represent the chapter in the human resources community.
- Attend 10 out of 12 monthly membership and board meetings.

Qualifications

- Member of SHRM National
- Designated member of the Hampton Roads Chapter
- Proactive and responsive
- Highly organized
- Comprehend the SHRM body of knowledge
- PHR, SPHR, GPHR, SHRM-CP, SHRM-SCP designation preferred

Responsible To

- Chapter Members
- Chapter President

