

JOB DESCRIPTION

VICE PRESIDENT, TALENT MANAGEMENT

Position reports to President

PURPOSE

To lead and develop the strategic and functional activities of volunteer recruitment, on-boarding, engagement, and rewards.

IMPACT

Developing chapter members as volunteers and engaging our chapter membership in meaningful activities will increase numbers of participants and in % of members attending events.

REQUIREMENTS

- ◆ A member in good standing of the Chapter and National ASTD.
- ◆ Excellent written communication and interpersonal skills.
- ◆ Ability to delegate and hold individuals accountable. Previous experience leading a team and large groups of volunteers.
- ◆ Time commitment/responsibility (approximately 15 hours per month).
- ◆ Commitment of at least one year term (January 2015-December 2015)

PRIMARY DUTIES AND RESPONSIBILITIES

- ◆ Attend and participate in monthly Board meetings and monthly chapter meetings. Participate in other chapter events, committee meetings, as needed and/or available.
- ◆ Develop and lead Chapter Talent Management Team.
- ◆ Collaborate with Board and other stakeholders to develop and implement processes to encompass the following:
 - Volunteer Recruitment and On-Boarding
 - Volunteer Incentives and Rewards, including Semi-annual Volunteers Thank-You Event
 - Volunteer Of the Month Award
 - Year-End Recognition Awards
- ◆ Collaborate with VP Membership in New Member On-Boarding Process, and with President Elect in Leadership Recruitment Process.
- ◆ Ensure that communication and reports of this function's activities are made to the Board and Chapter members in a timely fashion.
- ◆ Groom volunteers to serve as future Vice President of Talent Management.

JOB DESCRIPTION

FINANCIAL SCOPE

- ◆ Develop and manage annual budget for this function; monitor direct reports as needed in their budget planning.

SKILLS AND COMPETENCIES

- ◆ A passion for leading and developing volunteers, with a view toward facilitating their career goals.
- ◆ High emotional intelligence combined with strong sense of fun!
- ◆ Ability to create and execute social activities.
- ◆ Highly creative at things that make people feel valued.
- ◆ Financial planning, communication, teambuilding, motivational, and problem solving.
- ◆ Ability to delegate and hold individuals accountable.

SUPERVISES

- ◆ Volunteers Manager
- ◆ Other Team Members, TBD

OTHER

Provide content as needed to Chapter communications.

- ◆ Chapter Website
- ◆ Chapter Social Media sites
- ◆ Assist project team members in enhancing their resume with the skills used during the project. Obtain assistance from the VP Talent Management, if necessary.