



## Job Description

### Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

<b>Job Title</b>	Director of Innovation
<b>Job Type</b>	Appointed
<b>Commitment Type</b>	Ongoing - Appointments made for (and possibly renewed) one calendar year at a time.
<b>Reports To</b>	VP of Programs
<b>Objective</b>	Responsible for creating new value for our members and target members by using best practice innovation methods to improve our chapter programs.
<b>General Duties and Responsibilities</b>	<p>The Director of Innovation will:</p> <ul style="list-style-type: none"> <li>• Assist the VP of Programs and VP of Membership to learn about our members and target members, their needs, ideas, and preferences with respect to programs</li> <li>• Lead efforts to use best practice to innovate and improve our programs to meet membership and chapter goals</li> <li>• Will assume the duties of the VP of Programs at times he/she is unable fulfill the duties of the office.</li> <li>• If more than one Director, the VP of Programs will appoint one Director to attend the Board Meetings the VP cannot attend.</li> <li>• The Director shall keep the VP of Programs informed of the status of innovation projects</li> </ul>
<b>Qualifications and Requirements</b>	<p>Need:</p> <ul style="list-style-type: none"> <li>• Must be and maintain PMI PPRC member</li> <li>• Experience with innovation projects</li> <li>• Good planning and organizational skills</li> </ul>
<b>Times Needed and Place of Work</b>	<p>Monthly Board meeting/conference call (normally 1<sup>st</sup> Tuesday of the month) (Optional)            Additional work can be completed from home via email and updates to the Chapter or PMI websites</p>
<b>Activity/Time Reporting</b>	<p>It is the volunteer's responsibility to track their volunteer hours, this documentation would be in support of PDU submissions for volunteer service, should the submission be audited by PMI. Volunteer hours/activities can be reported using the "volunteer" activity report, which can be found on the "volunteer" page on the Chapter website.</p>
<b>PDUs available:</b>	<ul style="list-style-type: none"> <li>• PDU category: E</li> <li>• 1 hour service = 1 PDU, Refer to PMI PDU category limits for caps and limits associated with your certification</li> </ul>
<b>Time Commitment</b>	Estimated at 5-10 hours / month
<b>Special Considerations</b>	none
<b>Contact Information</b>	VP_Programs@pmipprc.org or President@pmipprc.org