



Job Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

Job Title	PMI Education Foundation Liaison
Job Type	Volunteer
Commitment Type	Ongoing - Appointments made/renewed for one calendar year at a time.
Reports To	President
Objective	The PMIEF Liaison provides a vital communications and activities link between the PMI Educational Foundation and the PMI Chapter or PMI Region.
What is the PMIEF	<ul style="list-style-type: none"> • A non-profit charitable organization that champions project management for educational and social good. • 501(c)(3) nonprofit organization and a supporting organization within PMI. • PMIEF gives grants, awards, and scholarships from donations to facilitate or develop new programs and products. • PMIEF has 3 areas of focus: <ul style="list-style-type: none"> ○ Preparing youth for success in life through the use of projects to teach primary and secondary school students project management skills. Also training teachers in the use of PM. ○ Helping students realize their dreams through academic scholarships, internships, doctoral research grants, and visiting professorships. ○ Helping nonprofit and NGO organizations use their limited resources more efficiently and effectively by increasing their PM capacity. • The extent of work the PMIEF is able to accomplish depends on its ability to raise funds.
Community Benefits	<ul style="list-style-type: none"> • A non-profit charitable organization that champions project management for educational and social good. • 501(c)(3) nonprofit organization and a supporting organization within PMI. • PMIEF gives grants, awards, and scholarships from donations to facilitate or develop new programs and products. • PMIEF has 3 areas of focus: <ul style="list-style-type: none"> • Preparing youth for success in life through the use of projects to teach primary and secondary school students project management skills. Also training teachers in the use of PM. • Helping students realize their dreams through academic scholarships, internships, doctoral research grants, and visiting professorships. • Helping nonprofit and NGO organizations use their limited resources more efficiently and effectively by increasing their PM capacity. • The extent of work the PMIEF is able to accomplish depends on its ability to raise funds.
PMIEF Benefits	<ul style="list-style-type: none"> • Ensure your community and its members have a way to capture the valuable benefits outlined above. • Become the PMIEF subject matter expert for your chapter or region. • Become the thought leader within your PMI community regarding how your community can best partner with the PMIEF. • Have a direct connection with the PMIEF Liaison Program for asking questions and providing suggestions.



<p>PMIEF Liaison Duties and Responsibilities</p>	<ul style="list-style-type: none"> • Remain knowledgeable about PMIEF programs and products: <ul style="list-style-type: none"> ○ Attend PMIEF trainings and updates virtually and, as Liaison is available, Leadership Institute Meetings, Congresses, PMIEF receptions, and/or Regional meetings. Read PMIEF Liaison e-newsletters each month. ○ Become knowledgeable about the ethics and conduct of public charities. • Communicate: <ul style="list-style-type: none"> ○ Communicate monthly to your PMI community members about the PMIEF resources they can utilize (PMIEF newsletter, scholarships, awards, resources, etc.) ○ Communicate to your PMI community board the wealth of PMIEF resources the board can utilize and the opportunities for partnering with the PMIEF. ○ Facilitate the sharing of ideas specific to philanthropic activities and creation of new programs from your PMI community to PMIEF. ○ Suggest new charitable programs and products for PMIEF consideration. ○ Share ideas with and support other PMIEF Liaisons. • Educate: <ul style="list-style-type: none"> ○ Provide on-going education to your PMI community board and members about PMIEF. • Advocate: <ul style="list-style-type: none"> ○ Advocate for the coordination and use of PMIEF resources by your PMI community and/or its members. ○ Promote PMIEF academic scholarships, awards, and training scholarships among your PMI community members, as appropriate, and encourage applicants to submit all relevant materials in a timely manner. ○ Represent the interests of PMIEF to your PMI community, its board, and members. • Optional: PMIEF Liaison may facilitate PMIEF fundraising events within their PMI community or region or may oversee project management projects or programs for social good within their PMI community. Separate PMs for each of these roles is strongly recommended so that the PMIEF Liaison maintains his/her primary role as the communication linkage between the PMI community or region and the PMIEF.
<p>Authority and Accountability</p>	<ul style="list-style-type: none"> • For a chapter, the PMIEF Liaison is a volunteer member of the chapter, appointed by the chapter board. The PMIEF Liaison may be a chapter board member or not; this decision is left to the discretion of the chapter. As a chapter volunteer (not a PMIEF volunteer), the PMIEF Liaison is accountable to the chapter board. • For a region, the PMIEF Liaison is a volunteer member of one of the chapters in that region, appointed by the region mentor. As a region volunteer (not a PMIEF volunteer), the PMIEF Liaison is accountable to the region mentor. • PMIEF Liaison is accountable to promote and execute the usage of PMIEF programs and products in coordination with the PMIEF Liaison Program Administrator. • A person(s) executing any PMIEF fundraising programs and projects, including cultivation, solicitation, and stewardship within the community or region, is accountable to work in coordination with the PMIEF Development Manager.



Qualifications, Skills and Competencies	<ul style="list-style-type: none"> • Must be a PMI PPRC member • Personal passion for using project management for the good of others in society – students, teachers, under-privileged individuals, non-profits, etc. • Polite, polished, and effective written and oral communications skills. • Excellent interpersonal skills and demonstrated success in working well with people and teams. • High energy for the mission of the PMI Educational Foundation. • Willingness to remain current and knowledgeable regarding PMIEF organization, programs, products, and services. • Consistent record of taking initiative and being self-motivated. • Willingness to maintain the confidentiality of donors. • Willingness to learn and follow established protocols for dealing with sensitive, confidential, legal, and/or otherwise complex matters. • Prior experience with a charity or in fundraising (desired).
Times Needed and Place of Work	Mostly from home with updates to the website as applicable via the PMI PPRC website system administration tools.
Activity/Time Reporting	It is the volunteer’s responsibility to track the activities performed in their volunteer role. Reporting is done via completing the “volunteer” activity report, which can be found on the “volunteer” page on the website.
PDUs available:	<ul style="list-style-type: none"> • PDU category: E • 1 hour service = 1 PDU • Refer to PMI PDU category limits for caps and limits associated with your certification
Time Commitment	Estimated at 5-15 hours / month
Special Considerations	none
Contact Information	VP_Communications@pmipprc.org or President@pmipprc.org , PMIEF Liaison Program Administrator: Diane Fromm Diane.Fromm@pmi.org , office: +1-610-356-4600 ext. 1128 2012 PMIEF Board of Directors Contact: Debra Miersma dmiersma10@nycap.rr.com , cell: +1-413-329-9264 PMIEF Development Manager: Jeannette Barr Jeannette.Barr@pmi.org , office: +1-610-356-4600 ext. 7117