Seattle SHRM Vice President, Partnerships

Role Overview:
The Vice President of Partnerships is a key leader within the Seattle SHRM Chapter, responsible for driving sponsorship and partnership strategies that support Chapter programs and goals. As a voting member of the Board of Directors, this role fosters meaningful relationships within the HR community, secures financial resources, and contributes to strategic decisions that enhance the Chapter's impact and visibility.

Responsible To:

- Seattle SHRM members
- Seattle SHRM President

Key Responsibilities:

- **Strategic Leadership:**
  - Serve as a voting member of the Board of Directors, actively participating in executive meetings, regular board meetings, and monthly Chapter meetings.
  - Lead the development and execution of the Chapter's Partnership Program, ensuring alignment with organizational objectives.
  - Collaborate on the Chapter's short- and long-term strategic plans to ensure partnership efforts align with the Chapter's vision and financial goals.
- **Partnership Development:**
  - Establish, maintain, and expand relationships with companies and affiliates in the HR community to secure financial sponsorships.
  - Evaluate and maintain a robust sponsorship pipeline, leveraging data and community engagement to forecast future sponsorship opportunities.
  - Identify innovative partnership opportunities to enhance the Chapter's reputation and financial stability.

- **Sponsorship Management:**

    - Oversee all sponsorship activities, ensuring a seamless and professional experience for sponsoring organizations.
    - Collaborate with board members to develop sponsorship packages and promotional strategies that align with sponsor contributions.
    - Manage sponsor recognition programs, including acknowledgments during Chapter events, on the website, and in communications.
    - Work with board representatives and sponsor to ensure timely payment of sponsorship funds.
- **Reporting and Development:**
    - Regularly present sponsorship updates, financial outcomes, and partnership initiatives at executive and board meetings. Maintain accurate records of sponsor commitments and deliverables.
    - Participate in the development and implementation of short- and long-term strategic plans for the chapter.

Resources Available:

- SHRM provides various resources to support the VP of Partnerships, including:
    - Chapter Best Practices
    - Chapter Position Descriptions
    - Seattle SHRM sponsorship page on the website
    - Partnership Program overview
    - Historical sponsor database and records
    - Fundamentals of Chapter Operations

Commitment:

The Vice President of Partnerships is expected to fully dedicate themselves to the mission and values of the Seattle SHRM Chapter. This includes attending all executive, board, and monthly Chapter meetings, as well as Chapter events and sponsorship-related functions. The role requires consistent effort to build and maintain sponsor relationships, prepare detailed reports, and collaborate effectively with Chapter leadership. By fostering a culture of excellence and collaboration, the VP of Partnerships will play a critical role in ensuring the Chapter's success and sustained growth.