

Job Description - Engagement Director

Role Description:

- Manage and coordinate the **PrimeTime Two-Way Mentoring Program**:
 - Promote and recruit program participants and Program Management Office volunteers to support the Program
 - Prepare Mentoring Program promotional collateral, ongoing communications to participants and progress updates for the PrimeTime Board
- Responsible for building awareness and marketing PrimeTime Membership to external organizations – **Corporate Engagement**:
 - Introduce PrimeTime to women's networks and maintain relationships and collaboration opportunities through invitations to PrimeTime events, programs and volunteering positions
 - Maintain the External Organizations' database with contact details of POCs in organizations and provide updates to the Board on engagement levels
- Recruit, build and manage a supporting team of deputy/deputies and PMO for the Mentoring Program
- Assist with succession planning for this role. In the event that the Director is unable to complete the 12 month term, she is responsible for identifying and grooming a successor for this role.

How does this job interact with other Board members/leaders?

- President & Board: update on engagement issues and opportunities, Mentoring Program update, monthly report
- Membership Director: Mentoring Program participants' database and recruitment of deputies
- Marketing Director: incorporate marketing strategy for engagement of Corporate Partners, collaborate on Mentoring Program promotion and marketing to the PrimeTime Members
- Programmes Director: collaborate on engagement with Corporate Partners and building a database of corporate network of speakers and women networks
- Treasurer: Mentoring Program budget
- Outreach Director: collaborate on engaging Corporate Partners in volunteering opportunities

What volunteer support from the general membership is needed to perform this job?

- **Corporate Engagement Deputy** – main focus to build awareness of PrimeTime and promote PrimeTime Membership to external organizations
- **Mentoring Program Management Office** – volunteers to help with the program structure, guidelines, workshops and events

Is this position a key contact with any outside organizations?

- External organizations (Corporate, non profit)

Skills required for this position:

- Program Management & Project Management
- Excellent interpersonal & communication skills
- Business Development
- Relationship Building and Management
- Leadership skills

Typical month's time commitment:

- Monthly board meeting: (3)
- 2nd Thursday meeting: (3)
- Mentoring Program: (8)
- External Organization Engagement: (10)
- Communications, Marketing, Social Media: (6)

Average = 30 hours per month

The Board is required to have 4 Board meetings per year. The Board members will determine the frequency and dates of the Board meetings. There are generally monthly meetings held for a total of 10-12 meetings on an annual basis.

For more information: Contact current Secretary at secretary@primetime.org.sg.