

PDD - 105 : Associate Director, Member Engagement

6-Dec-21

Position Description:

The INCOSE Associate Director of Member Engagement is an appointed position by the INCOSE Board of Directors with a three year term of office. This individual is responsible to the Secretary for developing, maintaining and implementing Member Engagement strategy and tactics. The objective is to actively engage members in INCOSE and the Systems Engineering (SE) discipline to encourage their professional growth resulting in their long-term contribution and retention

Responsibilities:

- Collaborate with Membership leads throughout INCOSE, Student Divisions, and Sector Directors, and other INCOSE leaders to identify and promote engagement opportunities for all members
- Working with the INCOSE leadership, identify, post and manage, as appropriate, a running list of membership engagement opportunities across all 3 sectors of INCOSE
- In close collaboration with MarCom, prepare communications to welcome new members and encourage members to renew
- Coordinate with MarCom and Director for Outreach on sponsorship of events that would provide opportunities to encourage member engagement
- Use analysis of membership data, member survey data and member profile data, etc., to help plan engagement opportunities and evaluate results

Authority:

- Non-Voting Member of the BOD

Accountability:

- As stipulated in the INCOSE Bylaws, ADM-101 and BOD-100
- Compliance with directives on conflict of interest and all policies and procedures of the organization

Required Skills:

- Demonstrated dedication to INCOSE's mission, values, and organizational growth
- Demonstrated management experience at the organizational level
- Strong oral and written communications skills
- Able to communicate effectively across international and cultural boundaries
- Active in Chapter, Working Group or Committee, with experience in a leadership role in INCOSE

Level of Effort

Minimum 150 hours/year (< Full Time Equivalent)

Note: INCOSE is an International Organization. Link calls often take place outside normal working hours to accommodate time zone differences.