

PDD - 226 : Assistant Director, Events Portfolio Management

2-Feb-21

Position Description:

The INCOSE Assistant Director, Events Portfolio Management is an appointed position with a two-year term of Office. This individual is responsible to the Associate Director for Events for ensuring consistent information across INCOSE events, establishing and maintaining a database of INCOSE events, leading strategic planning for new International-level INCOSE events, and attending INCOSE strategy meetings for planning and strategizing events.

Responsibilities:

- Responsible for ensuring consistent information across INCOSE events (international, sector, regional, etc.)
- Establish and maintain a database of INCOSE events:
 - o Work with conference management to maintain key statistics on past events,
 - o Create entries for upcoming events, including capturing leadership for events,
 - o Work with AscD events to ensure that leadership from events at all levels are invited to the EC,
 - o Work with AscD to organize quarterly EC meetings focused on smaller-scale events, and
 - o Work with MARCOM to ensure appropriate visibility for upcoming INCOSE events on INCOSE website (note: needs to ensure consistent information/messaging).
- Lead strategic planning for new international-level INCOSE events:
 - o Work with AscD events to identify appropriate leadership for new events.
- Attend INCOSE strategy meetings for planning and strategizing with respect to events

Authority:

- Leads Events Portfolio Management
- Reports to the AscD Events

Accountability:

- As stipulated in the INCOSE Bylaws, ADM -101, BOD – 100, EVT-100
- Compliance with directives on conflict of interest and all policies and procedures of the organization
- Discharge of the above responsibilities, and achievement of the objectives, under the direction of the Associate Director for Events.

Required Skills:

- Experience in events management.
- Strong business and technical leadership and management skills.
- Strong oral and written communication skills.
- Able to communicate effectively across international and cultural boundaries.
- Broad understanding of the diversity of systems engineering practices and application sectors.
- Experience leading and coordinating activities in a volunteer organization.
- Ability to work collaboratively with other leaders in INCOSE and its alliances

Level of Effort

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