



Call for Applications: PMI SFBAC Chief Executive Officer

- The San Francisco Bay Area Chapter (SFBAC) of the Project Management Institute (PMI) is seeking a Chief Executive Officer.
- The Chapter is a non-profit, tax-exempt "Mutual Benefits Corporation" organized under the State of California as an IRS 501(c)6 organization, representing over 3,000 members.
- SFBAC is currently the largest PMI Chapter in Region 7 and celebrated its 50th Anniversary in 2024.
- The CEO is the public face of the organization, and provides direction as well as leadership to support the Chapter's mission and achieve its defined goals and objectives.
- This is a volunteer position, ideal for candidates seeking to enhance executive management, strategy execution, and collaboration skills within a Policy Governance framework.
- The CEO leads and manages the Chapter's Volunteer Team, comprising 50-70 volunteers, including the Executive and Operations teams. Operations functions include: HR, finance, IT, marketing, membership and programs.
- CEO candidates should anticipate allocating approximately 10-20 hours per week.
- The CEO candidate must be, or become, a PMI and SFBAC chapter member in good standing at the time of contract signing, adhering to the PMI Code of Ethics and Professional Conduct.

Benefits of the CEO Position/Incentives:

- **Resume Currency:** Offers real-world CEO experience to enhance professional credentials.
- **Skill Building:** Provides opportunities for volunteer leadership and management, and organizational capacity building.
- **Performance Awards:** Includes recognition, networking opportunities, and event participation.
- **PMI Professional Development Units (PDUs):** Accrues 1 PDU for every hour of recorded pro-bono volunteer work.
- **Financial:** The position is currently unpaid; however, the Chapter will cover PMI membership dues and SFBAC membership dues. Plus travel to conferences.

CEO Essential Duties and Responsibilities:

- **Leadership:** Both leads and publicly represents the chapter to PMI Global, volunteers, members and the broader community.
- **Policy Governance:** Performs strategic planning with the Operations Team to ensure goal achievement.
- **Board Administration and Support:** Provides reporting to the Board and attends monthly board meetings with Operations Team assistance.
- **Program, Product and Service Delivery:** Manages key teams (marketing, finance, I.T., professional development, events, sponsorship) and attends quarterly operations meetings. Develops and supports new programs to foster chapter growth and improvement.
- **Financial, Tax, Risk and Facilities Management:** Oversees event vendor contracts and monthly invoices in close collaboration with the CFO.
- **Human Resource Management & Team collaboration:** Responsible for all aspects of HR management, and additionally must be able to motivate and manage remote teams of volunteers.
- **Community and Public Relations:** Ensures consistent, positive presentation of Chapter programs, products, and services to stakeholders.
- **Fundraising (nonprofit-specific):** Oversees sponsorship strategies and implementation.
- **Chapter Event Involvement:** Requires attendance at Chapter events and conferences.
- **Other:**
 - Oversees updates of all chapter information with PMI Global (e.g., charter renewal, officer names, website data including bylaws, mission, values).
 - Exercises sound judgment on finances, personnel, and events, and seeks support from the CFO/COO or Board when necessary.
 - Requires continual daily monitoring of email.
 - Ensures strategic alignment across all operational areas.
 - Supports succession planning and leadership development to maintain chapter continuity.
 - Maintains strong internal controls and risk management practices to protect the chapter's assets and reputation.

CEO Qualifications:

- Demonstrated capability and understanding to serve as the public face and spokesperson for PMI SFBAC's vision and mission
- Demonstrated organizational, leadership, and collaboration skills for establishing strategies to achieve the Chapter's mission and objectives.
- Strong team leadership skills with managing and motivating distributed teams.
- Strong communication and stakeholder management skills supporting customer service.
- Experience in developing organizational performance objectives and reporting on them.

- Creative problem-solver capable of inspiring, capacity-building, and empowering an all-volunteer organization.
- Proficiency in budgeting and financial planning.
- Proficiency with Microsoft Office products and G Suite.
- Ability to utilize online document management and collaboration tools.
- Prior volunteer experience with PMI SFBAC, other PMI Chapters, or other not-for-profit organizations.
- Bachelor's Degree or equivalent experience.
- PMP or ACP Certified, with working knowledge of the PMI Project Management Body of Knowledge (PMBOK).
- Must reside or work in the San Francisco Bay Area.

Desired Qualifications:

- 5+ years of Experience in project, program, or portfolio management.
- 5+ years of Experience in managing distributed teams across functional areas.
- Experience in and understanding of PMI as a member or volunteer beyond certification.
- Experience in volunteer management.
- Master of Science in Project Management, Master of Business Administration (MBA), or equivalent experience.
- Knowledge of or experience with a Policy Governance framework.

How to Apply:

- Applicants to email their resume and cover letter to the CEO Search Committee<nominatingcommittee@pmisfbac.org>
- The San Francisco Bay Area Chapter and PMI uphold a policy of non-discrimination in volunteer staff selection based on race, creed, color, age, marital status, national origin, religion, sexual orientation, and physical or mental disability.
- For additional information, please visit www.pmisfbac.org.