

Director Community Relations & Strategic Partnerships

Responsible for reaching out to the Greater Las Vegas community to create, strengthen and encourage partnerships with community businesses and other associations.

Roles & Responsibilities

- Recruit partnerships in the Las Vegas community (examples SHRM, ICF, ISPI, NSA, UNLV)
- Work with local associations and businesses to obtain sponsorships and/or donations
- Recruit new chapter members from local hospitality organizations, schools, etc. (high schools, CSN, UOP, UNLV, WGU, etc.)
- Promote the chapter through community work and community events
- Represent the chapter professionally and ethically in all business functions and organizational activities
- Attend and participate in monthly board and chapter meetings
- Participate in other chapter events, committee meetings, and regional conferences as available

Weekly Tasks

- Follow up with other Board Members as needed
- Upload new documents to Google Drive as needed
- Invite new members to the ATD Greater Las Vegas LinkedIn Group

Monthly Tasks

- Attend and present an update at monthly Board Meeting via status report
- Update website by hiding/disabling current event immediately after event

Annual Tasks

- Share best practices on joint membership with chapter leaders by presenting on NAC area calls, submitting an SOS, or presenting at ALC ~ **CARE^A**
- Maintain joint chapter/ATD membership and participate in ATD leadership development opportunities ~ **CARE**

