**Volunteer Job Description: Director, Benefits Department**

**Job Title**
Director, Benefits Department  
Reports to Vice President, Membership Management (VPMM)

**Summary**
The Benefits Director works with a team of volunteers who will design and implement a member benefit program that provides tangible deliverables to card-carrying BDPA members. This team will contact corporations, entertainment venues, entrepreneurs or restaurants to secure discounted rates for products and services used by BDPA members. Time commitment: Five (5) hours per month.

**Duties**
Benefits Department Director performs the following duties personally or through others:

- Communicate value of BDPA member benefits in writing via our website – [www.bdpa.org/group/CI](http://www.bdpa.org/group/CI)
- Create annual BDPA membership surveys twice a year regarding our benefits.
- Identify and solicit member discounts from companies who deal in IT-related hardware and software products or services.
- Identify and solicit member discounts from magazine or other print media related to either Cincinnati or technology.
- Identify and solicit other corporations, entertainment venues, entrepreneurs or restaurants willing to offer discounted or complimentary products or services to BDPA members.
- Provide written status report to VPMM ([membership@bdpa-cincy.org](mailto:membership@bdpa-cincy.org)) on or before the 1st Wednesday of each month.

**Qualifications**
- Must be a financially current member of BDPA Cincinnati chapter
- Must be able to participate in a monthly conference call
- Must be willing to delegate to others on a team
- Must have demonstrated leadership skills
- Must have excellent written and oral communication skills
- Must possess management experience in managing a ‘virtual team’
- Must possess project management and relationship management experience
- Must submit a ‘volunteer profile’ to the VPMM.

**Benefits**
- Develop business, interpersonal, organizational leadership, communication, public relations and marketing skills.
- Develop influential business relationships and industry recognition.
- Establish contacts with chapters, students, speakers, corporations, technology vendors and high-level corporate executives.
- Give back to the community by helping BDPA growth through professional association.
- Work with an outstanding group of dedicated members that are committed to the success of BDPA.