



**Business Leaders Linked to Encourage New Directions**  
P.O. Box 3505  
Grand Rapids, MI 49501

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## **BL²END Board**

### **Professional Development Chair Position Description**

**Objective:** To provide opportunities for participants to learn, grow, and develop personally and professionally.

**Responsibilities:**

- Develop an annual Professional Development theme to expose participants to various educational, professional and community leadership experiences and opportunities
- Identify and secure speakers for at least three Professional Development events annually
- Identify, initiate and secure event sponsorships for at least three Professional Development events annually
- Coordinate and manage details for all Professional Development events annually
- Convene Professional Development committee and maintain consistent communication
- Communicate with Executive Board to manage Professional Development budget
- Performs other responsibilities assigned by President and/or President-Elect

**Requirements:**

- Well connected and networked; enjoy developing and nurturing relationships with business and community leaders for event speaking engagements
- Experience securing event sponsorships, and planning and coordinating event details with 75 to 100+ guests
- Strong written, verbal and interpersonal communication skills
- Detail-oriented
- Independent self-starter
- Value teamwork and collaboration
- Promote BL²END within your personal and professional networks
- Commit to two-year term
- 10 - 15 hours each month

**Benefits:**

- Positively impact the experience of diverse professionals in Grand Rapids
- Gain experience in leading a 100% volunteer, 501c7 nonprofit organization
- Opportunity to network with diverse business and community leaders
- Recognition as a leader of one of Grand Rapids' premier organizations for diversity
- Build and improve personal and professional brand