

Professional Experience Translator

SigEp Office	Sample Job Titles	Job Description
President	<ul style="list-style-type: none"> • Chief Executive Officer • President • Executive Director 	<ul style="list-style-type: none"> • Overall management of the strategic direction/vision of the organization. • Management of the executive team. • Primary liaison between employees and Board of Directors.
Vice President of Programming	<ul style="list-style-type: none"> • Director of Special Events • Corporate Events Manager 	<ul style="list-style-type: none"> • Oversight of all corporate events- including management of event staff and budget. • Design and host engaging and enjoyable events for stakeholders. • Ensure safety
Vice President of Finance	<ul style="list-style-type: none"> • Chief Financial Officer 	<ul style="list-style-type: none"> • Ensure financial stability of the organization. • Oversight of all incoming and outgoing funds. • Plan for long-term financial stability of the organization. • Oversight of all budget related activities.
Vice President of Recruitment	<ul style="list-style-type: none"> • Director of Sales 	<ul style="list-style-type: none"> • Establishing regular sales goals for the organization. • Identifying, developing, managing and nurturing new clients and potential client pools. • Develop and implement regular sales events.
Vice President of Member Development	<ul style="list-style-type: none"> • Chief Learning Officer 	<ul style="list-style-type: none"> • Ensure employees have skills necessary to perform job functions. • Design and/or offer training opportunities for employees to develop new skills or enhance existing skills.
Vice President of Communications	<ul style="list-style-type: none"> • Communications Director • Chief Marketing Officer • Brand Manager 	<ul style="list-style-type: none"> • Ensure the integrity of the organizational brand. • Proactively market the organization to existing and potential stakeholders. • Provide regular communication to all stakeholders.
Chaplain	<ul style="list-style-type: none"> • Director of Ethics • General Counsel • Chief Compliance Officer 	<ul style="list-style-type: none"> • Ensuring employees adhere to employee ethics and compliance standards. • Investigates complaints brought forward regarding unethical behavior.