

# SPECIAL PROJECTS DIRECTOR POSITION DESCRIPTION

## Special Projects Director Mission:

The Director of Special Projects is a dynamic leadership role focused on executing high-impact projects that drive strategic growth and engagement within the US East Region. This role will oversee key initiatives such as EO Grit, joint regional events like NERVE, and other special projects as identified by the Regional Council.

## Qualifications:

- Has served as a Regional Council member, either as an Area Director, Regional Chair, or Multi-functional director role.
- A EO member for 5+ years.
- Has attended EO events both regionally and globally.
- Is aligned with EO's values.
- Preferred expertise in project management, motivating and coaching, strategic flexibility, innovation and creativity.

## Expectation and Responsibilities:

- Lead and support high-impact, strategic projects that align with regional goals.
- Collaborate with regional leaders and stakeholders to ensure successful execution of initiatives.
- Provide project oversight for EO Grit, regional collaborations, and large-scale events.
- Identify opportunities for cross-regional partnerships and innovative member engagement efforts.
- Report directly to the Regional Chair, providing regular updates and strategic recommendations.

## Term and time commitment:

- The term is one fiscal year (1 July to 30 June) and may continue for more than one year if approved.
- Conference calls 2 – 3 times a month, including the monthly Regional Council call. There will also be individual communication with staff on a regular basis.
- The role will also attend the Regional Council's annual planning session.
- Required travel: Presidents Meeting, Regional Events (NERVE) and other Regional Council meetings (as identified

Applying and accepting a PoL role may require that you choose between the PoL role and being an EO trainer or facilitator. **Per EO's Conflict of Interest Policy, Tier 2 member leaders will be reviewed on a case-by-case basis to determine potential conflict of interests under the policy.** For questions, please contact [pol@eonetwork.org](mailto:pol@eonetwork.org).

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