

Career Development Director - Role & Responsibilities

The Career Development Director supports the chapter's mission by fostering the growth of future financial planning professionals, strengthening relationships with university programs, and leading the planning and execution of Career Day. This role serves as the primary resource for students, educators, and members seeking career-related engagement with the chapter.

1. Leadership & Chapter Engagement

- Promotes the mission and purpose of the Financial Planning Association and the Austin Chapter.
- Attends monthly Board meetings, chapter meetings, and chapter activities.
- Represents the Career Development Committee on the Board and maintains communication on its behalf.
- Advances the vision and strategic goals of the Career Development initiative within the chapter.

2. Career Day Planning & Coordination

- Leads and coordinates all aspects of **Career Day/Resume Book**, working closely with members of the Career Development Committee.
- Organizes and hosts committee meetings to plan Career Day logistics, programming, and outreach.
- Serves as the primary point of contact for Career Day planning and collaboration with other Board members.

3. University & Student Outreach

- Contacts coordinators of university financial planning degree programs and CFP® Certificate programs—including SMU, UD, TCU, UNT, and Texas Tech—to encourage student membership and participation.
- Establishes and maintains strong relationships with CFP® Program Directors at local institutions of higher education.
- Promotes FPA membership and involvement to students and emerging professionals.
- Encourages student members to attend chapter programs and events to enhance networking and career development opportunities.

4. Career Development Support & Resources

- Serves as the chapter's resource for career-related questions, student engagement, and collaborative efforts.
- Supports members, students, and educators by fostering connections between academia, employers, and the chapter.

5. Budget & Administration

- Develops the annual Career Development budget and submits it to the Board for approval.
- Manages Career Development expenses within the approved budget.