

# AIA Atlanta

**AIA Atlanta**

**A Chapter of the American Institute of Architects**

The Atlanta Chapter of the American Institute of Architects is seeking an exceptional candidate for the position of Executive Director.

## **About Us**

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With approximately 1,700 members throughout the Greater Metro Atlanta area, the Atlanta chapter of The American Institute of Architects is an energetic, creative, and agile advocate for architects, design professionals, students, and the general public. With a diverse membership comprised of professionals from a variety of backgrounds—traditional firms, allied professional firms, retired professionals, colleges, universities, government centers, product showrooms, manufacturing facilities, and home offices—all members have one connecting and powerful thread in common: a fine appreciation of architecture and design.

## **Mission Statement**

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AIA Atlanta advances the quality of life in our communities through inspiration and leadership in both design and the built environment.

## **Position Statement**

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The AIA Atlanta Executive Director shall provide overall management of the operational, financial, and membership programs. This director will have the full responsibility and authority for the chapter's operations, programming, and events. In a highly collaborative nonprofit organization, the AIA Atlanta Executive Director holds the position of ex officio member with the Executive Committee and the Board of Directors, and serves as the primary liaison between AIA National, AIA Georgia, and the AIA Atlanta chapter.

The Executive Director recommends and participates in the formulation of new policies and refines existing policies as approved by the AIA Atlanta Executive Committee and the Board of Directors assuring that the programs, activities, and services of the Chapter directly benefit the members and the profession. With effective management, the AIA Atlanta Executive Director coordinates with staff on programs and activities of the chapter to ensure the economical and productive performance and constructive growth of this vibrant nonprofit organization.

This position requires a proven and passionate leader with progressive knowledge of architecture, design, and/or the built environment. The AIA Atlanta Executive Director demonstrates working experience in nonprofit organizations; excellent public speaking and writing skills to promote the profession, the organization, and the value of architecture with diverse groups and in the media; the confidence to forecast emerging issues; the commitment to foster business opportunities for the membership; and the dedication to cultivate effective partnerships with allied organizations and sponsors.

The executive leader of AIA Atlanta exudes an understanding of government affairs and public relations; the knowledge to advance development and fundraising activities; and the ability to work successfully in an unstructured and fast paced environment with the staff, membership, and the public. In a dynamic region, the Executive Director brings the vision, drive, and energy to position AIA Atlanta as a leading authority on design, the built environment, and quality of life issues in metropolitan Atlanta and the Southeast.

## **AIA Atlanta Executive Director Position Description and Requirements**

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The Executive Director ensures that the programs, activities and services of the chapter directly benefit the members and the profession. Responsibilities include: facilitating long-range planning for AIA Atlanta; implementing organizational goals and objectives; seeking non-dues revenue opportunities for the chapter through programs, sponsorships, and collaborative initiatives; acting as liaison to local government agencies and identified community groups; assisting in Board development, AIA Atlanta governance and member services. The Executive Director is responsible for leading the AIA Atlanta office and assuring that the office is appropriately staffed and structured to support the mission of the Chapter. The following is a summary of the Director's responsibilities.

### **Leadership, Public Relations and Development**

- Serves as a spokesperson for the chapter and promotes AIA Atlanta through the local media, communicates with community leaders, and promotes chapter interests with allied organizations and other public entities.
- Ensures that the AIA Atlanta website and all communications and correspondence represent the brand of AIA Atlanta and are engaging and reflective of our profession.
- Diversifies the revenue stream of AIA Atlanta by developing non-dues revenue opportunities and/or other income streams in collaboration with the Board of Directors.

### **Fiduciary/Operations**

- Collaborates in development of and manages the organization's annual budget of approximately \$600,000 and maintains best financial practices for our organization, including governance, reporting, compliance, and risk management.
- Directs the chapter office, and oversees a dynamic four-person staff.
- Participates in long-range strategic planning for the future growth of the organization.

### **Member Support**

- Collaborates with the Board of Directors as well as Local, State and National components to assess membership needs, set annual and long-range strategic goals.
- Serves as a resource for the general membership in matters pertaining to AIA National policy and represents AIA Atlanta at state, local and national levels.
- Oversees chapter activities and programming and develops strategies to deliver program content and value to remote members and sections.
- Implements Board and Committee member orientation, advancement, succession and board development as well as documents our program history and chapter milestones
- Coordinates the annual Honor Awards program.

## **Government Advocacy**

- Represents AIA Atlanta in government affairs including local, state and national advocacy, including developing and maintaining connections with local leadership.

## **Events/Programming**

- Ensures quality of programming and oversees the development of new programs with diverse content to meet the needs of the membership.

Specific duties are outlined in the detailed Job Description. The Candidate must be willing to work long and irregular hours as needed. Travel is required. This is an exempt position. The selected Candidate will enter into a five year employment agreement with AIA Atlanta. The Candidate will participate in an annual performance evaluation process led by the Executive Committee.

**Qualifications:** A minimum of a Bachelor's degree and five (5) years management experience in a professional trade association, professional society or similar business with experience in Board and organizational leadership and the creation of member value. He or she should have a proven track record in working with volunteers or committees in implementing decisions and directing volunteers in a manner consistent with Chapter policy. Experience with development and implementation of multi-year strategic plans is desirable.

Additionally, the Executive Director should have the following skills and proven abilities:

- Thorough knowledge of not-for-profit tax, legal and governance issues
- Ability to work effectively with diverse groups
- Ability to think openly, proactively and creatively
- Ability to articulate vision and goals of the chapter and foundation
- Ability to travel is required
- Competence with a variety of office software platforms for analysis and reporting