

AIA Wyoming Executive Director - Position Description

Position Title: Part-time Executive Director (approx. 1100 hours annually, 22 hrs per week avg.)

Reports to: AIA Wyoming Executive Committee

Search Timeline:

Resumes accepted until March 19, 2010

Anticipated start date May 3, 2010

Position Location, Salary and Benefits

- It is understood that the physical location of the successful candidate is dependent upon qualifications and could be anywhere in Wyoming. AIA Wyoming does not have a “storefront” location, but is open to discussion about providing office space and amenities based on preferences of the successful candidate.
- There are no direct benefits currently included with this position.
- Salary will be dependent upon qualifications. Expected range is \$30,000 to \$40,000 annually with expense reimbursement.

E-mail resumes and qualification information to Lisa Hubbard, AIA, AIA Wyoming Treasurer at lhubbard@gsgarchitecture.com. Deadline for receipt of all resumes is March 19, 2010.

Position Summary

The Executive Director of AIA Wyoming is responsible for the overall effectiveness of the operations, services, and programs provided to Chapter members and the public. This position requires a long-term commitment, someone with an activist and volunteer spirit, and an appreciation of architecture and design issues.

The general responsibilities of the position include:

1. Direct involvement with the Executive Committee (President, President-elect, Secretary, Treasurer, Directors (3) and Associate Director) to ultimately develop and implement a strategic vision for the organization,
2. Membership management, from both a strategic and tactical standpoint,
3. Chapter fundraising - develop and retain sponsorship and new revenue sources to support the overall fiscal year budget,
4. Develop and provide oversight of technical and electronic communications of the Chapter, including website, social media and electronic communication to the Executive Committee and general membership.
5. Provide oversight and consistency for State Chapter meetings, conferences and events,
6. Provide management of day to day activities and be the primary user of NetForum (AIA National web-based management system) to manage the membership roster and membership databases at a minimum (to start),
7. Be associated with other Council of Architectural Component Executives (CACE) members of Western Mountain Region AIA (WMR) components to maintain a level of leadership with other executive directors,
8. Attend three AIA Wyoming state meetings, annual Grassroots Conference (Washington DC), and WMR AIA conferences,
9. Publish regular newsletter or e-news letter,
10. Be the first responder to all inquiries of the Chapter.

Requisite Experience and Qualifications:

- Prefer experience in management of non-profit professional or trade association(s),
- Ability to provide leadership in a creative, yet deadline driven environment,
- Ability to represent the best interests of AIA Wyoming to influence public and media opinion in support of architects and excellence in architectural and community design,
- Ability to plan and implement flexible, effective sponsorship programs,
- Be a self-motivated, creative, and strategic thinker,
- Have organizational, communication (verbal and written) and listening skills,
- Exceptional interpersonal skills,
- Ability to motivate others and create harmonious, productive working relationships,
- Ability to interface equally well with the public, Chapter members, and community leaders,
- Practical experience in program development and implementation,
- Willingness to travel throughout the year.

MORE SPECIFIC REQUIREMENTS

Internal Relations, Member Services and Programs

- Oversee program for recruitment and retention of members,
- Facilitate effective dialogue among members, Western Mountain Regional Directors, CACE, and AIA National Staff and Board of Directors,
- Assess programs and assist Continuing Education chairperson to ensure professional development needs and requirements of all members.

Sponsorship and Fundraising Revenue

- Continue to Develop and implement Allied Members & Sponsorship Programs, including unrestricted financial support, event sponsorship program, professional affiliates and allied organizations,
- Set goals, develop strategies, and implement revenue-generating programs to ensure proper levels of support to meet chapter fiscal needs.

Liaison to Executive Committee and Chapter Committees

- Provide information and advice to the Executive Committee and Board of Directors regarding procedures and programs to promote and preserve the interests of architects and their clients,
- Prepare and present reports on the status of programs, services and other issues, to the Executive Committee and Board of Directors.

Public Relations

- Publicly represent the interests of the Chapter to the community, allied industries, and business officials,
- Be astute in government affairs and familiar with how governmental or political decisions will affect the architectural profession,
- Work with the Executive Committee and various Chapter committees to develop and execute a public communications program.

Financial Management and Budget

- Provide support for the fiscal and budgetary affairs of the Chapter,
- Direct individual Chapter meeting/conference budgets.

Membership Relations

- Plan and implement efforts to maximize membership recruitment and retention,
- Serve as primary staff contact for member categories and activities.

Communications – Internal and External

- Manage the publication of all general membership news publications. Maintain communications and promote positive relationships with the membership, associated professional, educational and community organizations,
- Serve as spokesperson for the Chapter when the President or President-elect is unavailable or when deemed appropriate.

Community Outreach

- Represent the Chapter with appropriate built-environment and design-related civic groups and committees,
- Be alert to opportunities for architects to participate on appropriate boards, commissions, and civic organizations within the state of Wyoming,
- Develop key relationships with appropriate state allied professional organizations,
- Develop and maintain key relationships with elected officials and municipal staff members throughout the state.

Programs and Services

- Make recommendations regarding the development, implementation and evaluation of programs and services to the Executive Committee,
- Coordinate special events as appropriate.