

SUMMARY OF POSITION:

The Cincinnati chapter of the American Institute of Architects is seeking a highly engaged, dynamic individual with an interest in architecture to help AIA Cincinnati pursue its mission of driving positive change through the power of design. The Executive Director serves as the hands-on leader for AIA Cincinnati and works with the AIA Cincinnati Board to execute strategic initiatives for the organization. The ED ensures the Chapter's role as a source of education, information, community involvement, business support, and development. This person will serve as an advocate of the profession and the AIA locally, state-wide, and nationally.

The Cincinnati Center for Architecture and Design is a collaboration between AIA Cincinnati and allied professional organizations in Cincinnati. The center is located at 1114 Race Street, Cincinnati, OH and also serves as the physical home to AIA Cincinnati. The Executive Director of AIA Cincinnati serves as the liaison to the CCAD.

QUALIFICATIONS:

- Bachelor's degree
- Excellent communication skills
- Prior professional experience in nonprofit association management preferred
- Certified Association Executive certification desirable

DESIRABLE ATTRIBUTES:

- Knowledge of the architectural profession, the design and construction industry and the AIA. The ED must have particular empathy for the profession of architecture, its value, and the role of architects in society and the environment.
- Understanding of the unique attributes of a volunteer organization with a board that changes annually.

DUTIES & RESPONSIBILITIES:

Organization-Wide Leadership

- Connect with the Local, State, Regional, and National components of AIA to maintain a timely flow of information and objectives from around the organization to the board and membership.
- Attend and actively engage in Regional and National conferences.
- Maintain chapter accreditation as required by AIA National.
- Maintain membership and participate in the Council of Architectural Component Executives (CACE).
- Maintain relationships with Chapter vendors, supporters and strategic partners, such as local universities and allied organizations.
- Acts as the primary point of contact for the AIA Cincinnati general membership.

- Cultivate community relationships to leverage engagement that increases visibility of the chapter.
- Advocate for the profession on local, state and national levels.

Strategy Implementation and Long-Term Development

- Work with Chapter leadership to support Strategic Planning
- Implement the core directives of the Strategic Plan and support the plan as a document guiding the initiatives, policies, and goals of AIA Cincinnati.
- Cultivate best practices examples from other chapters and similar organizations to best fit the aspirations of the Chapter.
- Develop, secure, and expand sponsorship base and relationships and other non-dues revenue streams, such as chapter grants.
- Proactively plan and implement tactics for creating a consistent voice across the Chapter and acts as a thread of continuity from year to year.

Operational and Fiscal Management

- Maintain and lead a professional and ethical office environment.
- Maintain the Chapter's financial operations and accounting systems in coordination with the chapter's accountant.
- Manage, secure, organize and maintain chapter records.

Chapter Process Management

- Organize, manage, promote, and attend the activities of the Chapter, which range from monthly Board, Executive Committee, and Chapter meetings to speakers, annual events, special events, and fundraisers.
- Coordinate event logistics including caterers and vendors, registration and fees, and ancillary services such as continuing education registration and reporting.
- Maintain the Chapter's calendar and coordinate events and meetings for the Chapter and affiliated organizations as needed.
- Manage and coordinate Chapter communications and program marketing such as e-newsletters, social media and Chapter website.
- Provide support to the Chapter's committees, including attendance at key committee meetings and follow-through with assigned tasks in order to maintain continuity and communication.
- Prepare and present an Executive Director's report at Board meetings.
- Manage Contract Document sales and handle all inventory, orders and shipments.
- Facilitate activities related to active recruitment and management of membership.

ADDITIONAL REQUIREMENTS:

To achieve these goals, the Executive Director will work flexible hours to include occasional weekends and evenings in order to participate in events, committee meetings, board retreats, and other AIA

related functions. In addition, the Executive Director will travel out of the city from time to time to attend the meetings, events, and conferences of AIA Ohio, AIA National, and CACE.

HOURS AND LOCATION:

This is a full-time position with flexible hours that include some evening and weekend hours. Work to be primarily performed out of the CCAD with set “office hours” at CCAD.

COMPENSATION:

- Salary will be competitive with industry standards and commensurate with experience.
- Benefits include access to health, dental, and vision insurance, 401K, parking, cell phone, personal time off and holidays.
- There will be an annual review process led by the board and tied to compensation.

HOW TO APPLY:

- Please send your resume to the attention of Allison McKenzie, AIA Cincinnati President at info@aiacincinnati.org
- Resumes will be accepted until June 14, 2019
- Initial interviews will in early June for qualified candidates