



AIA Kansas City - Position Description

Position Title: Executive Director
Reports to: AIA Kansas City Board of Directors
FLSA Category: Exempt Position

Search Timeline

January 2010	Position announcement
February 2010	Candidate identification (resumes accepted until 2/28)
March 2010	Initial interviews
April 2010	Final interviews
May 2010	Notice period
June 2010	Start

Position Summary: The Executive Director serves as the Chief Executive Officer, responsible for the effective conduct of the affairs of the Chapter. Responsible for overall effectiveness of the operations, services, and programs provided to members and the public. Recommends and participates in Board of Directors formulation of Chapter mission, goals and objectives, and related policies. Plans, organizes, coordinates, and directs the staff, programs, and activities of the Chapter. Represents the organization with community leadership and the media. This position requires a long-term commitment, an activist and volunteer spirit, and an appreciation of architecture and urban design issues, and the three primary goals of the position are:

- Taking care of the membership, from both a strategic and tactical standpoint
- Developing and retaining sponsorship revenue
- Developing and implementing a strategic growth vision for the organization

Requisite Education, Experience and Qualifications:

- Minimum of a Bachelors Degree.
- Minimum of 10 years' increasingly-responsible experience in management of not-for-profit professional associations, or applicable strategic management positions
- Ability to provide leadership in a creative environment; experienced, dynamic professional with demonstrated leadership skills
- Ability to represent the best interests of AIA Kansas City to sway public and media opinion in favor of architects and excellence in architectural and community design
- Ability to plan and implement flexible, effective sponsorship programs.
- Creative, strategic thinker
- Well-developed organizational, verbal and written communication and listening skills
- Exceptional interpersonal skills
- Ability to motivate others and create harmonious, productive working relationships
- Ability to interface equally well with the public, staff, Chapter members, and community leaders
- Strong mentoring skills
- Self- motivated
- Practical experience in program development and implementation
- Willingness to travel frequently

Organizational Management and Governance

- Develop, present, implement, and monitor an annual budget for the Chapter
- Assure financial health of the Chapter
- Provide effective management of all office operations, including facility management, staff supervision, revenue collection, and member services
- Develop appropriate HR policies
- Oversee the hiring, training, professional development, performance feedback, and recommend compensation for staff
- Periodically review position descriptions and compensation policies to ensure appropriate staff compensation

Internal Relations, Member Services and Programs

- Oversee program for recruitment and retention of members
- Facilitate effective dialogue among members, Central States regional directors, AIA Missouri and AIA Kansas directors, and AIA Kansas City Board of Directors
- Assess programs to ensure they satisfy professional development needs and requirements of all members

Sponsorship Revenue

- Develop and implement Cornerstone Partners Program, 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 Board of Directors and 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
- Attend and participate in conferences and activities of related AIA components, including AIA Missouri, AIA Kansas, Central States region, AIA National, CACE, and Grassroots

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 Board of Directors and appropriate staff to develop and execute a public communications program

Financial Management and Budget

- Supervise the fiscal and budgetary affairs of the Chapter in an accurate and efficient manner, including budget preparation, accounting, financial reporting, audit and tax returns
- Submit an annual budget proposal to the Board in accordance with established policies and timeframes, and administer Chapter resources within the adopted budget, financial guidelines and policies

Membership Relations

- Plan and implement efforts to maximize membership recruitment and retention, and submit regular progress reports to the Board. This includes all categories of membership
- Serve as primary staff contact for all College of Fellows events 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
- Develop and implement a public relations plan designed to accomplish Board-established objectives.

- Serve as spokesperson for the Chapter when the President or President-elect is unavailable or when deemed appropriate

Community Outreach

- Represent the organization with appropriate built-environment and urban design-related civic groups and committees
- Be alert to opportunities for architects to participate on appropriate boards, commissions, and civic organizations
- Develop key relationships with organizations such as Downtown Council, Civic Council, MARC, and various transit and neighborhood groups
- Develop and maintain key relationships with elected officials and municipal staff members throughout the metropolitan area

Programs and Services

- Make recommendations regarding the development, implementation and evaluation of programs and services to the Board and volunteer leadership
- Coordinate special events as appropriate

Education Liaison

- Serve as liaison to regional architecture programs
- Promote strong relationships with AIAS and other student-led programs

Kansas City Architectural Foundation

- Serve on KCAF board
- Support KCAF Scholarship Committee activities

Miscellaneous Janitorial Duties