

# Position Announcement: Executive Director AIA Missouri



## The Opportunity

*AIA Missouri is looking for a highly qualified individual or organization to act as a part-time executive director of the association, supporting the AIA Missouri mission, our members, and the board's strategic objectives.*

AIA Missouri is the state chapter of the American Institute of Architects. We are led by a board of directors serving three-year terms from the four local Missouri AIA chapters: Kansas City, St. Louis, Springfield, and Mid-Missouri. We serve all AIA members across the state by representing our member interests before the State Legislature, The Office of Administration, and Facilities Management Design and Construction. We also work with the allied design professions of engineering, land surveying and landscape architecture on regulatory measures and other design-related issues. Our board is well served by the hard work of both an Executive Director and a Legislative Consultant. AIA Missouri operates as a not-for-profit, 501c(6) professional association, delivering programs and services to more than 1,900 architects and associate members across the state of Missouri.

## Position Summary

The Executive Director serves as the strategic and hands-on leader for AIA Missouri and ensures the chapter's role as a constituent-friendly source of education, information, and advocacy. The role acts as an advocate of the profession state-wide and nationally. The position is a 1099 contract position that reports to the AIA Missouri Board of Directors, renewable on an annual basis.

## Accountabilities; Role

Reporting to the AIA Missouri Board, the Executive Director will have primary responsibility for administering the association, providing leadership in the following key areas:

### Organization-Wide Leadership

1. Connect with the Local, Regional, and National components of AIA to maintain a timely flow of information and objectives from around the organization.
2. Attend and actively engage in the Council of Architectural Component Executives (CACE) and National Grassroots Leadership Conference at least once every three years.
3. Assist with national AIA accreditation (three-year accreditation).

### Operational and Fiscal Management

1. Maintain the financial operations and accounting systems of the chapter and its political action committee, MAPAC, to include: maintenance of dues records, management of accounts payable and receivable, preparation of checks and financial reports, assistance with the development of the annual budget, collection of dues, donations, and other revenue sources of the chapter.
2. Coordinate with financial organizations to monitor and update checking, savings, and investment accounts at regular intervals.
3. Perform full accounting duties. The chapter will utilize a CPA for annual tax filings and an annual financial audit.

4. Establish banking security protocols with the chapter treasurer.

### **Chapter Process Management**

1. Organize, manage, promote, and attend the activities of the chapter, which include monthly board meetings during the Missouri Legislative Session (January - May), an annual AIA Missouri Grassroots Legislative Advocacy Day, an annual awards reception and board retreat, and periodic conference calls to support the board and AIA Missouri committees.
2. Plan association events and coordinate logistics, including caterers, registration and fees, and ancillary services such as Learning Unit registration, and reporting.
3. Maintain the chapter's calendar and coordinate all events and meetings for the chapter and affiliated organizations as needed.
4. Manage all chapter communications and marketing, including social media, newsletters, announcements, and chapter website to present consistent, relevant, accurate, and timely communications.
5. Provide support to the chapter's committees, including attendance at crucial committee meetings and follow-through with assigned tasks to maintain continuity and communication among groups.
6. Prepare and present an Executive Director's report at all Board meetings.
7. Refine and implement necessary updates to organizational guidelines, operational policies, manuals. Lead and ensure compliance with AIA National accreditation.
8. Strive to maintain an environmentally sustainable office environment and practices.

### **Policy and Professional Advocacy**

1. Assist the Board in the crafting and maintenance of the chapter's advocacy and supporting policies.
2. Coordinate proactive and timely engagement with AIA Missouri to address statewide advocacy and legislative issues that impact the chapter and membership base.

### **Outreach and Community Engagement**

1. Assist the chapter in the development and implementation of programs and events at the AIA Missouri Grassroots Legislative Advocacy Day and the annual meeting awards reception and board retreat.
2. Assist the Board in the selection of AIA Missouri members for a recommendation for seats as Committee Chairs, on the Executive Committee, and any other suggested appointments or representation.

## **Personal Qualities, Skills and Abilities**

The successful candidate will demonstrate the following:

- **Inclusive** – Able to diplomatically build consensus and actively pursue engagement among the diverse array of people, talents, and objectives across the profession.
- **Collaborative, Confident, and Patient** – Able to speak with well-considered authority in a process-oriented environment.
- **Organized** – Detail-oriented and highly capable as an organizer, manager, and communicator. Strong project management skills.
- **Strategic and Visionary** – Driven to foster and implement the strategic visions of the organization.
- Able to build and nourish partnerships with allied professionals and industry leaders.
- Demonstrated success in maintaining continuity across a volunteer-membership environment with a rotating leadership structure.

- **Action-oriented** – Actively seeks results and leads forward progress toward organizational goals.
- **Results-oriented** – Routinely sets and achieves goals.
- **Passionate** – Driven toward excellence and committed to high standards.
- **Technically Adept** – Aptitude for utilizing technology to support the position such as social media platforms, websites, Office 365 programs, and AIA proprietary database.

### **Additional Requirements**

- Travel required for board events and certain AIA National events:
  - Board meetings (5 per year), held in Jefferson City, Missouri. (Included in the contract)
  - AIA Missouri Grassroots Legislative Advocacy Day, held in Jefferson City, Missouri, each March. (Included in the contract)
  - The yearly awards reception and board retreat each October, rotating around Missouri according to the current president’s home chapter. (Included in the contract)
  - Single attendance at AIA Institute Resource Training is required within two years of hiring. (Travel expenses paid for by the chapter)
  - AIA National attendance at a CACE meeting once every three years. (Travel expenses paid for by the chapter)
  - AIA National attendance at the annual Grassroots event once every three years. (Travel expenses paid for by the chapter)
- Maintain a virtual office location that is equipped with computer, phone, internet, Office 365, and file sharing platforms as part of the contract. Proximity to Jefferson City will be critical in the evaluating process.
- Certified Association Executive or a Certified Meeting Professional certification is preferred.
- Bachelor's degree, or the equivalent education or experience.
- Prior professional experience in nonprofit association management.
- AIA Missouri may, at its expense, perform a background check.
- The successful applicant must be able to complete a satisfactory review to obtain a surety bond.

### **Hours and Work Environment**

Flexible, Part-time. May include some evening/weekend hours when necessary. A high percentage of duties will be performed remotely from a home office or other virtual office environment provided by the successful candidate.

### **Application Deadline and Procedure**

This position will remain open until filled; however, applications received by July 30 will receive priority consideration.

Apply by email to: [MoAIADirector@gmail.com](mailto:MoAIADirector@gmail.com)

Attach to the e-mail **in PDF format only**:

- Letter of application
- Resumé, detailing measurable success in the areas of key qualifications for the position
- List of five professional references we may contact

Complete applications will be acknowledged by return e-mail within one week of submission.

Questions may be directed to: HCapSearchNP, Jennifer Furla, Partner, [jfurla@hcapsearch.com](mailto:jfurla@hcapsearch.com); 816-591-5493.

*AIA Missouri is an Equal Opportunity Employer. AIA Missouri affords equal employment opportunity regardless of age, race, gender, creed, national origin, disability, gender identity, veteran status or any other legally protected categories.*