



AIA Orlando

Established in 1955, AIA Orlando is the local chapter of the American Institute of Architects, a three-tiered professional architectural association with national, state, and local components. AIA Orlando operates as a not-for-profit, 501c(6) professional association, representing and delivering programs and services to more than 700 architects, associate, and allied members across a 6-county region of Florida. Additional information can be found at our chapter website: www.aiaorlando.com

EXECUTIVE DIRECTOR

SUMMARY OF POSITION:

The Executive Director serves as the strategic and hands-on leader for AIA Orlando and ensures the Chapter's role as a constituent-friendly source of education, information, community involvement, business support and development, and as an advocate of the profession locally, state-wide, and nationally. This is a salaried/exempt position that reports to the President of the Chapter's Board of Directors.

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.
- Attend and actively engage in the State and National Conventions as directed by the Board of Directors.
- Maintain relationships with strategic partners such as: Valencia, UCF, and UF City Lab.
- Participate in the Council of Architectural Component Executives (CACE) and communicate CACE knowledge and objectives regularly with the Chapter.
- Maintain mutually productive relationships with the people and entities who support the chapter, as well as with vendors and professional support services.

Operational and Fiscal Management

- Cultivate and lead a professional office environment alongside other AIA Orlando staff to provide a productive and inspired team in the support of the Chapter.
- Maintain the Chapter's financial operations and accounting systems, including maintenance of dues records, management of accounts payable and receivable, preparation of checks and monthly financial reports, assistance with preparation of annual budget, collection of dues, donations, and other revenue sources of the Chapter.
- Coordinate with the Chapter Treasurer and the Chapter Finance Committee to monitor and update checking, savings, and investment accounts at regular intervals.
- Assist and provide necessary data for monthly bookkeeper, annual tax filings, and regular financial audits.
- Maintain the assets of AIA Orlando, including office space, computer systems, telephone systems, and office equipment and supplies.

- Assist with the preparation of the Chapter's weekly "Charrette" newsletter that is sent electronically to all members.

Chapter Process Management

- Organize, manage, promote, and attend the activities of the Chapter, which range from monthly Board meetings 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 Unit (CEU) registration and reporting.
- Maintain the Chapter's calendar and coordinate all events and meetings for the Chapter and affiliated organizations as needed.
- Manage all Chapter communications and program marketing, including newsletters, announcements, social media postings, and Chapter website with the goal of presenting relevant, accurate, and timely communications.
- 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 among groups.
- Prepare and present an Executive Director's report at monthly Board meetings.
- Refine and implement necessary updates to organizational guidelines, personnel documents, and operational policies and manuals.
- Strive to maintain an environmentally sustainable office environment and practices.
- Facilitate activities related to membership which include; active recruitment and welcoming of new members, tracking of non-renewals, research and reporting of membership trends, and needs assessment of membership.
- Develop and manage all Chapter communications and program marketing, including newsletters, announcements, and social media postings.

Strategic Planning and Long-Term Development

- Maintain, monitor, and grow the membership base of AIA Orlando.
- Assist the Chapter leadership as they conduct biennial member surveys, the goal of which is to gauge the interests and needs of the Chapter's member and sponsor base, as well as non-member, registered architects.
- Work with Chapter leadership to undertake member surveys and Strategic Planning sessions to update Chapter initiatives at intervals defined in the Chapter bylaws.
- Implement the core directives of the Strategic Plan and support the plan as a document guiding the initiatives, policies, and goals of AIA Orlando.
- Cultivate best practices examples from other chapters and similar organizations to improve and expand programs to best fit the aspirations of the Chapter.
- Foster relationships with sponsoring organizations and people with the goal of maximizing their value and investment.
- Develop and expand the Chapter's corporate sponsorship base, fundraisers, and other non-dues revenue sources. This includes an interim goal of doubling the non-membership revenues within the next five years.

Policy and Professional Advocacy

- Assist the Board and other members in the crafting and maintenance of the Chapter's Strategic Plan and supporting policies as established at the Chapter's yearly planning retreat.
- Coordinate proactive and timely engagement with AIA Florida to address statewide advocacy and legislative issues that impact the Chapter and Membership base.
- Coordinate proactive and timely engagement with city and local leaders to promote the Chapter and its members as expert voices in the crafting of a quality and enduring built environments.

Outreach and Community Engagement

- Assist the Chapter in the development and implementation of programs and events designed to enhance the stature of the profession through benefit to the public.
- Leverage Representatives of AIA Orlando who possess expertise and professional perspective with opportunities within the community to enhance the profile of AIA Orlando and its members in the public's eye.

Foundation for Architecture

The Foundation for Architecture is a 501c(3) companion organization to AIA Orlando and serves as a philanthropic organization for the professional architecture and design community of Central Florida.

The Foundation is currently co-located with the Chapter at 801 N Magnolia Ave, Suite 109, Orlando, FL 32803. This location is a meeting, event, classroom, office, and gallery space. The AIA Orlando Chapter is the sole leaseholder of the space and Foundation utilizes the location as its office, meeting, and event space in exchange for administrative, fiscal, and organizational support. The Executive Director of AIA Orlando serves as a liaison to the Foundation and maintains the primary responsibility to:

- Promote and ensure that the outreach goals of the Chapter, where appropriate, are realized vis-à-vis the initiatives and programming of the Center.
- Bridge the two organizations and promote an equitable and mutually supportive working relationship between them.
- Coordinate calendars, activities and events of the two organizations. In particular, seek to cooperatively strategize the fundraising activities of the two organizations to minimize overlap across potential sources for capital.
- Provide a defined menu of services for the Center, including bookkeeping, scheduling, daily staffing, and communications.
- Assist, alongside the Chapter Board, in the selection of AIA Orlando members to be recommended for seats on the Foundation for Architecture Board of Directors.

SKILLS & ABILITIES DESIRED:

- Able to diplomatically build consensus and capitalize on the diverse array of people, talents, and objectives across the profession.
- Superior organization, management, and communication skills.
- Expert in identifying and implementing revenue generating practices that build resources and grow the fiscal health of organizations.
- Seasoned, confident, and patient. Able to collaborate and speak with well-considered authority in a process-oriented environment.
- Biased toward action. Able to reach conclusions and lead progress toward organizational goals.
- Results-oriented. Routinely sets and achieves goals.
- Accomplished visionary with a strong partnership-building track record.

- Skilled in the timely packaging of current and emerging issues for delivery to constituent groups.
- Passionate and enthusiastic about excellence and committed to high standards of quality.
- Proven track record of training, effectively delegating tasks, and maximizing the involvement of staff and volunteers .
- Demonstrated success in maintaining continuity across a membership / volunteer environment with a rotating leadership structure.
- Skilled in strategic cost / benefit analyses to maximize the efficient use of resources.
- Flexible with regard to periodic travel requirements.

PERSONAL QUALITIES:

- **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. Capable of training, effectively delegating, and maximizing the involvement of staff and volunteers .
- **Strategic and Visionary** – Driven to foster and implement the strategic visions of an organization. Identify and implement revenue-generating practices that add to association resources, and grow the fiscal health of the organization. Skillfully employ strategic cost / benefit analysis to maximize the efficient use of resources.
- **Action-oriented** – Actively seeks results and leads forward progress toward organizational goals.
- **Results-oriented** – Routinely sets and achieves goals.
- **Passionate and enthusiastic** – Driven toward excellence and committed to high standards of quality.
- **Flexible** – work within a membership or constituency environment; contend with the continuity challenges of on-going leadership changes.

ADDITIONAL REQUIREMENTS:

Attend the annual CACE meeting and other AIA state or national meetings as requested by the Board of Directors.

Certified Association Executive (CAE) certification is strongly desired.

Bachelor's degree in related field.

Prior professional experience in nonprofit association management, strategic planning, and/or marketing.

OFFICE HOURS:

9 a.m. to 5 p.m., Monday – Thursday, 9 a.m. to Noon on Friday and hours in conjunction with after-hours fundraising events.

AIA Orlando is an Equal Opportunity Employer.