



Position: Executive Director

Location: St. Louis, MO

Type of Position: Full-Time, Exempt

### **SUMMARY OF POSITION:**

The American Institute of Architects (AIA) St. Louis Chapter, a non-for-profit 501(c)(6) organization, is seeking an Executive Director (ED). This person should be a highly motivated, engaged, and dynamic individual with an interest in architecture and design to inspire AIA St. Louis in pursuing its mission of promoting the architectural profession through the strength and participation of its 900+ members. The ED serves as the hands-on leader for the component and works with the Board to execute the strategic initiatives of Advocacy, Communication, and Education for the organization. The ED ensures the organization's role as a source of education, information, community involvement, business and collegial support, and development. The ED often serves as the first contact with the public for the profession and should represent the organization with professionalism and enthusiasm. The ED should be a consensus builder with a passion for design who can advocate for the profession across the region. The ED will have a focus on three core areas of responsibility as highlighted below.

### **KEY RESPONSIBILITIES:**

#### Administrative

- Provide leadership to the Chapter through the current governance structure including the Board of Directors, Officers, and serving as a working partner with the President.
- Supervise and manage a staff of two full-time employees.
- Provide support and guidance to build upon current revenue sources and identify new value-added services/products and sources of revenue. Ensure a robust sponsorship program to support the mission of AIA St. Louis, while developing innovative programming to drive value for members and actively solicit sponsorships.
- Effectively manage the organization from fiscal, administrative, and infrastructure perspectives.
- Supervise the management of the Resource Center, staff and operations and all communications from the Resource Center.
- Supervise the management of the bookstore, staff and operations and all communications concerning the bookstore.
- Manage insurance and insurance audits, tax filings for the city, state, and IRS
- Approve and manage expenses, financial reports, and policy updates
- Manage the Chapter accreditation through AIA National
- Lead the organization and assist in the preparations of the annual Design Awards and other committees to ensure financial success.
- Responsible for the management of two related entities, AIA St. Louis Chapter Scholarship Fund and the St. Louis Foundation for Architecture.

#### **American Institute of Architects St. Louis Chapter**

911 Washington Avenue, Suite 100, St. Louis, MO 63101-1208

T 314.621.3484 | [aia-stlouis.org](http://aia-stlouis.org) | [member@aia-stlouis.org](mailto:member@aia-stlouis.org)

## Engagement

- Establish and maintain a close working relationship with the members of the AIA St. Louis, other chapters throughout Missouri, and elsewhere to execute the organizations' [Strategic Plan](#).
- Be the primary resource to the board and staff for best practices, new ideas, and strong execution of shared goals.
- Guide, advise or plan more than 140 events implemented by 13 program and event committees.
- Manage a diverse communication strategy plan for both members and external stakeholders, including but not limited to newsletters, website, social media, etc.
- Motivate members to participate in this great organization.
- Support staff and work well within a team.
- Work closely with multiple volunteer led committees.
- Work closely with the board to create and convey one cohesive voice for the profession on issues of the city, the region, and the state.
- Engage with members of the general public that visit the office/bookstore to promote the work of AIA and its members, as well as be a positive voice for the St. Louis region.

## Outreach

- Supervise and maintain a strong relationship with the AIA MO Board of Directors, AIA National staff and AIA National Policy
- Foster and recruit the next generation of members, specifically in leadership development, values and personal growth.
- Actively target and pursue growth and impact – through new memberships and relationships with annual partners, potential sponsors, and allied organizations.

## **PROFESSIONAL EXPERIENCE & QUALIFICATIONS:**

- Minimum of ten (10) years' experience in upper management positions within an association is preferred.
- Relevant Bachelor's Degree, CAE designation, or other related higher education is preferred.
- A diversity of knowledge and skills to effectively manage the organization including personnel management, fiscal management, membership management and growth, advocacy, event management, communications strategies, technology savvy, and building of partnerships and coalitions.
- Ability to set priorities, delegate responsibilities, mentor, motivate, and develop others.
- Strong ability to multi-task and manage competing priorities.
- Strong creative and entrepreneurial spirit that enables the organization to grow and expand its influence within its vision and mission.
- Either currently living in or able to relocate to the St. Louis area.
- Strong public speaking skills
- Strong writing & communication skills
- Proficiency in QuickBooks, Zoom and the full Microsoft suite, including Word, Excel, PowerPoint, and Teams is required.

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- Experience in membership database systems such as Salesforce and Community Brands systems a plus.

**DESIRABLE ATTRIBUTES:**

Knowledge of the architectural profession, the design and construction industry and the AIA. The ED must have empathy for the profession of architecture, its value, and the role of architects in society and the environment. A strong commitment to diversity, equity, and inclusion. The ED must have full understanding of the policies of AIA National to ensure that AIA St. Louis complies with the Institute's policies. Knowledge and experience in legislative and regulatory processes and working with local agencies is highly desirable.

Understanding of the unique attributes of a volunteer non for profit, professional organization with a board of directors that changes annually.

**WORKING CONDITIONS:**

To achieve organizational goals, the ED will need to work flexible hours to include early mornings, evenings, and occasional weekends in order to participate in events, committee meetings, board retreats, and other AIA related functions. Chapter events may be indoors and outdoors with occasional construction site tours. In addition, the ED will travel out of St. Louis from time to time to attend the meetings, events, and conferences of AIA Missouri, the Region, AIA National, Council of Architectural Component Executives (CACE) and (optional when held in conjunction with CACE meetings), American Society of Association Executives. Travel expenditures are covered or reimbursed per AIA St Louis policy. Essential physical requirements may include climbing stairs, and standing in addition to lifting boxes, signs and equipment up to 20 pounds for various office and event needs.

**LOCATION:**

There is a physical office space provided for this position located at 911 Washington Avenue, Suite 100, St Louis, MO 63101.

**EQUAL EMPLOYMENT OPPORTUNITY:**

AIA St. Louis provides equal employment opportunity (EEO) to all employees and applicants for employment, without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

**COMPENSATION:**

Salary is competitive with industry standards and commensurate with experience.

Benefits include medical, dental, vision, cell phone service reimbursement, paid parking, sick time, personal time off and Federal holidays. Chapter contributed SEP IRA retirement plan. Reference policy and staff handbook for full details.

An annual review process will be performed and led by the Officers of the Board and is tied to compensation.

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## **HOW TO APPLY / CONTACT**

Send cover letter, resume detailing measurable success in the key qualifications for the positions to [HR@aia-stlouis.org](mailto:HR@aia-stlouis.org) by July 29, 2022 at 4:00 PM.

No phone calls please. All candidates will be notified via email as to the status of their application.

## **TIMELINE:**

Applications accepted through **July 29, 2022 at 4:00 PM**

Interviews to occur in August/September

Anticipated start day in September.

## **ABOUT AIA ST. LOUIS**

The American Institute of Architects (AIA) St. Louis is the local chapter of The American Institute of Architects, headquartered in Washington, DC.

AIA St. Louis is the voice of the architectural profession, dedicated to serving its members, advancing their value, and improving the quality of the built environment. AIA St. Louis provides services and fellowship to the architectural profession and eastern Missouri.

## **ABOUT AIA**

Founded in 1857, AIA consistently works to create more valuable, healthy, secure, and sustainable buildings, neighborhoods, and communities. Through more than 200 international, state and local chapters, AIA advocates for public policies that promote economic vitality and public wellbeing.

AIA provides members with tools and resources to assist them in their careers and business as well as engaging civic and government leaders and the public to find solutions to pressing issues facing our communities, institutions, nation, and world. Members adhere to a code of ethics and conduct to ensure the highest professional standards.

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