

Position Title: Executive Director, Association of Architecture Organizations

Classification: Full-time Exempt

Reports to: Board of Directors

Position Summary:

Founded in 2009, the Association of Architecture Organizations (AAO) is a new member-based association that supports the many organizations around the world that are dedicated to interpreting architecture and the built environment to the general public. The headquarters are located in the offices of the Chicago Architecture Foundation (CAF). Initially, the Executive Director will be an employee of the Chicago Architecture Foundation who is outsourced to the AAO while the association is seeking 501 (c3) status. The AAO will be managed as an independent entity with its own budget, revenues and expenses. The AAO will be the sole responsibility of the Executive Director who will be advised by a Board of Directors.

The AAO is the new umbrella organization of the well-established Architecture & Design Education Network (A+DEN), which is a collaborative association of like-minded organizations in the fields of architecture and design, committed to promoting innovative architecture and design education for teachers and students in grades K -12.

The AAO is a new organization with limited revenues. Revenue development will be a key role of the Executive Director. This will include leading membership development, program development, grant writing and creation of other fundraising tools. The Executive Director will also need to create customer service, bookkeeping and other behind the scenes functions necessary for tracking the fiscal and service stability of the association as well as to accurately report the progress of the organization to its Board of Directors. The Executive Director's salary growth will be dependent upon the revenue growth.

The Executive Director must be a leader with a wide variety of skills including the ability to move from the details to bigger picture strategic thinking. Webinars, an annual conference, website management, and a regular e-newsletter are all programs of the AAO that the Executive Director will have active in its first year. Working well with the board of directors, partnering with other organizations when relevant and communications with its members are essential.

Duties and Responsibilities

Leadership and Organizational Development

- Create and grow the AAO into an independent viable organization.
- Facilitate the development and accomplishment of the association's goals, and supervise all programmatic activities related to accomplishing these goals.
- Grow, nurture, and manage networking relationships and communication with members, and other allied professionals interacting with the association.
- Serve as a public relations spokesperson and contact for the association.
- Keep up-to-date on issues and trends and assure members' access and use of current research.
- Build a broad coalition that brings together key constituents (architectural organizations, urban planning organizations, architecture and design schools, historical preservation trusts, and museums with architecture collections) throughout the world to work together to grow their organizations, help developing organizations become independent, foster best practices, and advocate for the profession.

Board Relations

- Develop a strong working relationship and partnership with the Chairman of the Board, the Directors, and committees.
- Assist in the ongoing effort to recruit and train new Board members whose talents, commitment and contacts are complimentary to the needs and mission of the association.
- Coordinate and participate in meetings of the Board of Directors and committees of the association, providing appropriate programmatic and fiscal reports, and recommending appropriate program policies and procedures.

Fiscal Management

- Develop annual organizational and program budgets assuring greater revenues than expenses.
- Negotiate contracts.
- Supervise and monitor the use of the association's funds.

Revenue Generation

- Develop and execute a multifaceted revenue generation and fund raising plan that ensures that adequate resources are available to permit the association to carry out its work.
- Analyze and develop strategies for new funding sources; nurture relationships with existing funders.

Program Management Responsibilities

- Work closely with internal and external stakeholders to develop and coordinate the projects surrounding the initiatives for AAO and its networks such as the CEO Network and the Architecture + Design Education Network (A+DEN).
- Oversee all aspects of the association's programming, including program planning, implementation, expansion, evaluation and overall program quality.
- Coordinate annual AAO conferences and workshops.
- Maintain the AAO website (created using Drupal, an open source content management platform) and networking list-serves, and create and disseminate regular e-updates to membership.
- Maintain and further develop member database to track design education programs and members.

Education and Experience

Qualifications:

- Minimum Bachelor's degree. Preference in Architecture, Design Education, Non-profit or Association Management, Education or a related field.
- Experience and excellent skills in non-profit management/association management, program development, coalition-building and resource development.
- Passionate and demonstrated commitment to and a working knowledge of design education and interpretation of the built environment to the public.
- Must be self starter, intrinsically motivated, able to do both details and big picture thinking, able to juggle many different kinds of tasks, and very flexible.
- Strong entrepreneurial skills and the ability to establish and nurture a wide range of key relationships.
- Demonstrated organizational, problem-solving, and trouble shooting skills.
- Strategic understanding of practical and strategic use of electronic media, email, web-based systems.
- Experience with marketing, media and communication outlets.
- Excellent oral and written communication skills, including public speaking and presentation skills.
- Proven track record of revenue generating success in membership and fundraising.
- Demonstrated program development skills with experience in program, event, and/or conference planning.
- Willingness and ability to travel as needed.

Please submit resume and cover letter* with salary requirements to:

Human Resources
Chicago Architecture Foundation
224 South Michigan Avenue
Chicago, IL 60604 humanresources@architecture.org
NO PHONE CALLS PLEASE

* We will only consider cover letters that are tailored specifically to the job.

Salary range: \$40,000 - \$55,000 commensurate with experience

(Updated 12/18/09)