



**AIA**  
Louisiana

### **AIA Louisiana Executive Director | Position Profile**

**AIA Louisiana seeks an exceptional candidate for the position of Executive Director. This is a significant managerial position requiring the services of an individual with extensive and successful experience working with volunteer organizations and various personality types.**

### **About the Organization**

Formed in 1943 and based in Baton Rouge, AIA Louisiana is a state chapter (“component”) of the American Institute of Architects. With over 1,000 members, the organization represents the professional interests of architects, associate members, and allied professionals across the state. AIA Louisiana expands opportunities for the architecture profession to provide greater influence and impact through public awareness, government advocacy, and knowledge sharing.

### **Mission Statement**

AIA Louisiana is:

- The leader of the profession of architecture in Louisiana on behalf of its members
- The voice and resource for the profession of architecture in Louisiana
- The conduit for the exchange of information concerning the built environment

### **Position Overview**

The AIA Louisiana Executive Director shall provide overall management of the operational, financial, membership development, member services, government advocacy, professional education, individual honors, design awards, and component coordination areas as established by the Board of Directors within the context of a statewide nonprofit organization. The Executive Director reports directly to the organization’s President, Executive Committee, and Board of Directors and serves as the primary liaison between and among the local components of the AIA in Louisiana and with national AIA. The ED ensures the office is appropriately staffed and structured and oversees a current staff of two additional persons, directing these employees to carry out the mission and vision of the organization and the goals of the Board of Directors.

This position requires significant leadership skills in planning strategically and collaboratively. It also requires keen business acumen, strong management practices, and attentive customer service. Knowledge of – or special interest in – architecture and/or the built environment is important. Experience in nonprofit membership organizations is critical. Most importantly, the ED must be an excellent public speaker, listener, and writer to communicate the value of the architect to a broad and diverse community.

### **Position Description**

The AIA Louisiana Executive Director ensures that the programs, activities, and services of AIA Louisiana directly benefit the members and the profession as determined by the Board of Directors. Responsibilities include: facilitating long-range planning; implementing organizational goals and objectives; increasing non-dues revenue opportunities through programs, sponsorships, and collaborative initiatives; acting as liaison to state government agencies and identified public groups; assisting in board development and governance; growing the membership of the organization; and providing relevant and timely member

services. The following summarizes the Executive Director’s responsibilities within the organization’s four strategic goal areas:

**GOAL 1: PUBLIC AWARENESS**

1. Serve as spokesperson for the component and promote AIA Louisiana through the media, communicate with state leaders, and promote the component’s interests with allied organizations and other public entities.
2. Provide advice and counsel to the Louisiana Architecture Foundation Board of Regents.
3. Grant potential interviews with media outlets, in consultation with and at the direction of the President, to present AIA Louisiana’s position on various issues of public interest.
4. Ensure such interviews reflect the current positions and policies of AIA Louisiana.
5. Maintain relationships with accredited architecture programs at Louisiana State University, Louisiana Tech University, Tulane University, and the University of Louisiana - Lafayette.
6. Forge meaningful and effective alliances with related professional organizations, sponsors/supporters, and Louisiana businesses.

**GOAL 2: GOVERNMENT ADVOCACY**

1. Serve as the organization’s political lobbyist with the Louisiana State Legislature and appropriate government agencies.
2. Engage actively in regulatory affairs, working closely with the Louisiana State Board of Architectural Examiners.
3. Maintain close personal contact with influential legislators, state officials, and key staff members in both the legislative and regulatory arenas.
4. Anticipate issues coming before state government and optimize effectiveness in furthering the interests of AIA Louisiana’s members.
5. Liaise with the State Department of Facility Planning and Control, the State Fire Marshal, and other statewide organizations on architectural issues.
6. Advise AIA Louisiana officers/board members on issues affecting/promoting legislative interests.
7. Assist the Legislative Affairs Committee in establishing positions, political strategies, and presenting testimony before committees.
8. Provide advice and assistance to the Political Action Committee.
9. File Louisiana PAC reports to the Board of Ethics on a monthly basis.
10. Monitor the activities of the State Architects Selection Board and facilitate the election of Board members and Selection Board policies.

**GOAL 3: EXPAND AND SHARE KNOWLEDGE**

1. Communicate effectively with members; actively encourage feedback to better the organization and enhance opportunities offered to members.
2. Oversee the execution of signature continuing education programs to include the annual convention and Celebrate Architecture.
3. Direct the annual honors and design awards programs.
4. Encourage and support development of programs and services to meet members’ needs.
5. Build programs to encourage increased membership by architects.

**GOAL 4: OPERATIONAL EFFICIENCY**

1. Partner regularly with the President, serving as his/her ‘right hand’ on all matters.
2. Assist the President in appointing capable persons to various committees; advise and offer alternative solutions when committees fail to perform.

3. Serve as liaison and consultant to all committees, assisting them in organizing and completing yearly goals and objectives.
4. Diversify revenue streams by developing non-dues revenue opportunities and/or other income in collaboration with the Board of Director.
5. Manage the headquarters of AIA Louisiana and directly supervise staff team members.
6. Oversee receipts and disbursements to comply with the annual budget and investment funds.
7. Collaborate with the President-elect and Treasurer in the development of the organization's annual budget.
8. Manage said budget and maintain best financial practices within the areas of governance, reporting, compliance, and risk management.
9. Anticipate challenges that may adversely affect members and offer suggestions to chapter leadership.

## **POSITION REQUIREMENTS**

### **Education and Experience**

- Bachelor's Degree, with position history demonstrating increasing responsibility.
- Business administration, organizational management, or architecture/design-related focus desired.
- Minimum of five years of previous management-level experience working in association management, non-profit, and/or chapter relations.
- Exposure to professional societies preferred.
- Ability to oversee the strategic use of the organization's digital tools such as software programs, social media, applications, etc.
- Periodic evening or weekend work may be required.
- Understanding of membership organizations and/or familiarity with the architecture profession.
- History of proactively recognizing and acting upon opportunities that benefit members.

### **Knowledge, Skills, and Abilities**

- Willingness and ability to commit to a long-term association with AIA Louisiana, with compensation tied to demonstrable results.
- Ability to handle multiple priorities in a fast-paced environment with attention to detail.
- Skill to interact effectively, efficiently, and professionally with individuals at all levels of the organization: board members, volunteers, partner organizations, stakeholders, sections, and staff team members.
- Strong written, organizational, communication, and customer service abilities.
- Significant experience in public speaking, lobbying and/or representing issues before legislative/executive branches of government.
- Demonstrated knowledge of grant writing and grant implementation.
- Knowledge and experience in the state of Louisiana preferred.
- Willingness to relocate to Baton Rouge or surrounding metropolitan area.
- Resourceful nature, innovative spirit, and creative approach are valued.
- Demonstrated leader with positive attitude, organizational dedication, and energetic enthusiasm.
- Commitment to diversity, inclusion, and equity in the membership, volunteer, and staff environments.

**Supervisory Responsibility:**

This position is at the highest staff level within the organization; as such, the ED operates as the chief executive for AIA Louisiana.

**Works closely with:**

- President, President-elect, officers, Board of Directors, members of committees and task forces, and other volunteer leaders
- All members of the staff team
- Members of AIA Louisiana
- Local component executives in Louisiana
- Other strategic partners
- On-site and remote guests, visitors, vendors, and suppliers

**Competencies Required:**

- Database management experience required.
- Proficiency in data processing, records management, and related software programs.
- Good interpersonal skills, diplomacy, ethical conduct, and thoroughness.

**Work Environment:**

This position operates in a professional office environment and routinely uses standard office equipment and materials.

**Position Type/Expected Hours of Work:**

This is a full-time position (40.0 hours per week); generally, work hours and days are Monday through Friday. Evening and weekend work can be anticipated from time to time, and travel within and beyond the state should be expected.

**Recruiting Compensation Range**

Salary of \$85,000 to \$105,000 based on knowledge and experience, with additional benefits package.

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

*AIA Louisiana provides equal employment opportunities (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.*

**Other Duties:**

*Candidate must be willing to undergo a background check including legal, educational, driving, employment records, etc. This position description does not cover or contain a comprehensive list of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.*

**AIA Louisiana has engaged an organizational management consultancy, The Plum Studio, Ltd., to assist with this search. Inquiries and nominations should be directed, confidentially, to Helene Combs Dreiling, FAIA via e-mail at [helene@theplumstudio.com](mailto:helene@theplumstudio.com). Applicants must submit a customized letter of interest and resume/curriculum vitae by midnight CDT on October 21, 2019 to be considered.**