Job Description – 2022.03.28

Position: Component Executive Director

AIA Chattanooga is a local chapter of the American Institute of Architects, a national professional organization. The Component Executive Director (CED) is the key management leader of AIA Chattanooga. The CED is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors through the Executive Committee.

GENERAL RESPONSIBILITIES:

Board Governance:

• Works with board as an Ex Officio member to fulfill the organization mission.
• Responsible for leading AIA Chattanooga in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
• Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability:

• Develops resources sufficient to ensure the financial health of the organization.
• Assist the Treasurer and the Board of Directors in maintaining the fiscal integrity of AIA Chattanooga. The CED will prepare monthly financial statements which accurately reflect the financial condition of the organization.
• Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
• Support the Chapter’s fundraising efforts and develop other resources as necessary to support AIA Chattanooga’s mission.

Organization Mission and Strategy:

• Works with the Board of Directors and committees to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
• Engage other professional, civic and private organizations to further the mission and objectives of the Chapter.
• Able to accurately convey the Chapter’s mission and objectives when necessary.

Organization Operations:
• Oversee and implement appropriate resources to ensure the operational effectiveness of the organization.
• Responsible for signing all notes, agreements, and other instruments made and entered into on behalf of the organization for the purposes of operational management.
• Responsible for assisting the chapter membership in attaining the required Continuing Education Units (CEUs) through programs being held and transcript documentation.
• Responsible for maintaining communication to the membership through weekly email newsletters and maintaining webpage with assistance from the webpage designer and the Board of Directors.
• Manage chapter property and assets including laptop, office equipment, etc.

Professional Qualifications:
• A bachelor’s degree or higher preferred.
• Transparent and high integrity leadership.
• Architecture profession and/or non-profit sector experience preferred.
• Budget management skills, including budget preparation, analysis, decision-making and reporting.
• Strong organizational abilities.
• Skills to collaborate with and motivate board members and other volunteers.
• Strong written and oral communication skills.
• Desired Software Skills:
  • Microsoft Office [Required]
  • QuickBooks Online
  • Eventbrite
  • Mailchimp
Compensation Package

**Position:** Component Executive Director

**Compensation:** Paychecks will be computed from times sheets on an hourly basis at the base pay rate of $19 an hour. Paychecks will be issued every two weeks.

**General office hours:** The AIA Chattanooga phone is to be answered and email correspondence handled from 9 am-1 pm Monday to Friday. Calls and emails received outside of office hours will be handled in a timely manner, typically the next business day. Office hours should account for 20 hours a week with up to 6 flex hours to be spent on board meetings, chapter meetings, component communications, and programs as needed.

**Time off / leave:** The chapter provides no compensation for sick leave or personal leave. Provide notification to the Board of any anticipated medical leave at the earliest convenience so that the Board can consider contingencies to support the Chapter operations.

**Holidays:** Eight days during the year are recognized as paid holidays: New Year’s Eve, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve day, and Christmas Day. The CED will be compensated at the base rate of 4 hours per day for the above holidays.

**Health Insurance:** not provided

**Retirement:** not provided

**Incentives:** The organization shall evaluate the employee at least once annually and may adjust terms of employment, and/or reward exceptional performance as funds are available and as deemed appropriate.

No other compensation or benefits are offered outside of the items indicated herein.