



AIA New Orleans

December 18, 2018

HIRING: Manager, Programming and Development

We are a small office with big ideas. We believe good architecture and design matters, and because of this, we are dedicated to supporting the profession, as well as advocating for healthier, safer and more sustainable buildings in our city and region.

About the American Institute of Architects (AIA) New Orleans – a 501(c)6 non-profit

AIA New Orleans is a member-driven professional association that advances the practice of architecture in New Orleans through a comprehensive program of professional development, professional peer engagement, advocacy, and public awareness activities. We founded and continue to partner with the New Orleans Architecture Foundation to employ successful public outreach programming for good architecture and design in our built environment. We hold several big annual events: Design Awards, Crawfish Boil, Bowling Tournament, Golf Tournament, and Industry Holiday Party; and support committees – from the Education Committee to the Emerging Professionals Committee.

Description:

To support our city's architecture community, each member of our team wears many hats. We are seeking someone who is a strong relationship-builder and collaborator and who is also naturally detail-oriented and goal-oriented. We mobilize resources – in our case membership, partnerships, and sponsorships – to achieve our goals. In this role, we are seeking someone who can also develop and support revenue streams that help us stay on track with our goals.

Job Responsibilities:

Overall Management:

- Maintain appropriate processes and systems to facilitate the day-to-day operations of the organization, adjusting when appropriate.
- Collaborate with the Executive Director, staff and Board of Directors on strategic planning, implementation, and organizational policy.
- Supervise Program and Event staff and consultants, and support AIA committees, when applicable.

Development, Industry Partnerships and Financial Management:

- Support, organize, and facilitate the fundraising process.
- Solicit and manage sponsorships and industry partnerships with a goal of growing our community of partners.
- Develop and maintain key partnerships and relationships (media, community, industry).
- Help develop and maintain operating budget and ensure financial procedures are followed.



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Program Development and Oversight:

- Co-develop and/ or manage key programs and services including signature events, continuing education seminars, membership events, and other outward-facing initiatives that may include the broader A/E/C and design communities.
- Develop and maintain event-related budgets.
- Support the growth of the New Orleans Architecture Foundation as needed.
- Attend all AIA Programs and Events, unless otherwise delegated.

Communication:

- Co-develop and/ or manage standard email communications.
- Communication with membership of over 600 members, media, and industry partners.
- Monitor national / local architecture and design news and ensure promotion through our organization's social media platforms.

Candidate Qualifications:

- Bachelor's Degree, or equivalent experience with strong professional references.
- Demonstrated success in fundraising / partnership development.
- Demonstrated interest in architecture / design / urbanism or related field and a strong commitment to the advancement of the built environment and design in New Orleans.
- The ideal candidate is an energetic, goal-oriented, team player, with a mix of people-facing skills and a conscientiousness for accuracy and clarity.
- A self-starter, good at follow-up, and successful at managing multiple deadlines.
- Should be excited to develop and/ or implement new ideas and new partner, sponsor, and member relationships.
- Should be comfortable training and managing employees as needed.
- Actively embraces technology and seeks efficiency in processes and workflow.
- Excellent written and verbal communication skills.

About the Position:

- This position is full time, with health care benefits, comp time / vacation / sick leave benefits, professional membership fees, and non-elective retirement (does not require a contribution from you) benefits after one year of employment.
- Salary shall be commensurate with experience, in the range of \$45,000-\$55,000.
- You will work in a fast-paced and collaborative team atmosphere and be located in our Center for Architecture and Design in New Orleans' Warehouse District.
- Occasional early morning, evening, and weekend hours are required.
- AIA New Orleans is one of over 260 AIA Chapters around the world, and we are known to be one of the most active Chapters of our scale.

- A shortlist of candidates will be selected for live interviews with the Executive Director and Board Leadership.
- Anticipated start date early 2019.



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Come as You Are:

We're proud to be an equal opportunity employer – and celebrate our differences, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or Veteran status. If you're smart, good at what you do, and like what you do, come as you are.

How to Apply:

In this application, you will be asked to submit a resume, as well as answer several long-format questions related to the position. We recommend that you review the job descriptions entirely, and prepare your answers before completing the application. More information can be found online <https://www.aianeworleans.org/join-our-team>

Long-Format Questions:

We ask these questions to learn more about who you are as a professional and as a person. You will work closely with many of our members and industry partners. Your honest, personal answers should tell us more about how you think, and who you are.

Why Are You Interested in The AIA New Orleans And This Role Specifically?

How does your background align with this organization and role? How many years of related experience do you have? What can you bring to the table? How does this position help you advance your own personal and/or professional goals?

What's an Accomplishment You're Most Proud Of?

Describe a successful major project you were heavily involved in from start to finish, and tell us about your role throughout the project. What did you learn? What would you have done differently? Provide as much detail as you can.

Choose Any Building or Public Space in New Orleans, And Describe How You Would Highlight It Through an Event, Article, or Otherwise.

Tell us what space inspires you, and how you would celebrate it!

I look forward to hearing from you,

Joel Pominville, Executive Director