

2022 Component Director Search

July 28, 2022

**TITLE:** Component Director

**REPORTS TO:** Component President, The Executive Committee

## **FUNCTION**

A contract, executive position under the direction of the President and the Board of Trustees. Has full authority and responsibility for managing the component and all programs within the guidelines as established by the Board of Trustees. Is responsible for all administrative and program responsibilities outlined below as well as all other duties required.

## **DUTIES AND RESPONSIBILITIES**

- Liaison between Board of Trustees and members
- Primary sponsor coordinator
  - Take the lead in procuring sponsors.
  - Manage relationships with sponsors.
  - Develop sponsor benefits packages.
  - Maintains list of elements due to each sponsor.
- Oversee Component Events
  - Assist President and excomm in planning, organizing, and executing events.
  - Set up venue contracts and agreements.
  - Administer attendees registration prior to the event and attendance at the event.
  - Report CEU's (continuing education units) to AIA National.
  - Help submit courses to component's CES Dashboard.
  - Events include general meetings, board meetings, board retreat, president's gala, educational events, building tours, trade show.
  - Review/input all communication items as needed.
  - Coordinate with committee chairs.
- Assist in Component public relations program
  - Manage and post to social media accounts (Platforms include: website, Instagram, Facebook, LinkedIn).
  - Work with Public Awareness committee.

- Aids in management of Component
  - Implements and tracks progress toward objectives laid out in the Strategic Plan, as defined by the Board of Trustees.
  - Review/input Annual Report.
  - Maintain the Component's Policy Manual and By-laws as the Board amends them.
  - With assistance from the Executive Committee, completes the accreditation submission to AIA National.
  - Aids in the establishment of the calendar.
  - Maintains insurance policies.
- Assist in financial activity of the Component
  - Participate in preparing the annual budget.
  - Has working knowledge of accounting reports and monthly financials.
  - Assist Component Treasurer and accountant as needed.
- Manage and oversee vendors - Lead procurement process.
- Membership Issues
  - Assist in recruitment and retention programs.
  - Respond to membership concerns.
  - Coordinate with the State Chapter.
  - Coordinate with AIA National.
- Manage administrative/office needs
  - Complete monthly timesheets.
  - Complete and submit monthly expense reports.
  - Attend staff and Trustees meetings, manage logistics.
- Chapter development and relations - Assist where needed.

## **SKILLS**

- Demonstrates effective negotiation and collaboration skills.
- Maintains professional and positive demeanor.
- Works within standards of ethical business practice.
- Demonstrates excellent oral and written communications skills.
- Shows evidence of support of policies and mission.
- Previous management experience with fiscal accountability required.
- Experience with non-profit organizations.
- Working knowledge of MS Office software.
- Experience with Star Chapter or willing to be trained.
- Demonstrates proactive, driven, outgoing behavior.

**SCHEDULE AND SALARY**

- Part-time Position, 80 hours per month, a limited number of hours will be required on evenings and weekends.
- \$40k to \$45k per year base salary
  - Bonus at discretion of the Board of Trustees.
- Bonus for Sponsor Procurement
  - 20% for new sponsors.
  - 5% for sponsor renewals (years 2 and 3 of sponsors).

*Applications are being accepted through Friday, September 16, 2022, 11:59pm.  
Email resume to [secretary@aians.org](mailto:secretary@aians.org).*