



Executive Director Position Profile

AIA Memphis seeks an association or non-profit management professional to provide leadership as the next chief staff executive for the not-for-profit 501(c)6 organization. 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.

Reporting to the Board of Directors, the Executive Director of AIA Memphis is responsible for managing operations and directing strategic initiatives for the professional society. The individual is a resource for volunteer leaders and association staff regarding the implementation of best practices, generation of new ideas, identification of non-dues revenue sources, and effective execution of the Board of Directors' vision. The AIA Memphis ED is a strong advocate to the broader public for members, the American Institute of Architects, and the profession of architecture.

About the Organization

AIA Memphis's mission is to promote architecture and the profession; advocate for livable and sustainable communities; and serve as a resource for our members.

The American Institute of Architects (AIA), with over 99,000 members in 200+ chapters around the globe, inspires and empowers architects to improve society and transform the world. Through core values that center on being impactful, transformative, visionary, inclusive, and innovative, the AIA drives positive change through the power of design and focused activism. The AIA is a three-tiered organization operating at the global, state, and local levels. AIA Memphis is a local chapter/component of the AIA and is independently chartered and incorporated. The national organization is headquartered in Washington, DC and the statewide component, AIA Tennessee, is based in Nashville.

With over 300 individual members, AIA Memphis is the second largest chapter in Tennessee and represents architects, early-career professionals, and allied collaborators in private practice, business, industry, government, and academia. AIA Memphis offers lectures and continuing education courses; numerous awards programs; specialized, issue-specific Knowledge Communities; advocacy for architects; daily communications online; and help for consumers looking for an architect. A Board of Directors governs AIA Memphis. Members volunteer on committees and task forces to develop programs and services. Additional information is available at <https://www.aiamemphis.org/>.

POSITION OVERVIEW

This position requires significant leadership skills in planning strategically and collaboratively. It also requires keen business and financial acumen, strong management practices, and attentive customer service. This person should be a highly motivated, engaged, visionary, and dynamic, to inspire AIA Memphis in pursuing its mission and an even higher level of excellence. Knowledge of – or special interest in – architecture and/or the built environment is important. Experience in nonprofit membership organizations is critical. Most

importantly, the Executive Director must be an excellent public speaker, listener, and writer to communicate the value of the architect to a broad and diverse community.

The Executive Director serves as the hands-on leader for the component and works with the Board to execute the strategic initiatives of Advocacy, Communication, and Education for the organization. The ED manages the operations of AIA Memphis – providing leadership for the organization and staff, influencing policies, planning programs, supporting initiatives, directing communications, and enhancing outreach – to satisfy member expectations and maintain organizational viability. Roles and responsibilities include:

Leadership and Management

- Effectively present information to and respond to questions from volunteer leaders, members, public officials, media, and others.
- Interact with committee members (volunteers) to encourage positive working relationships with the members and / or stakeholders and to identify future leaders of the organization.
- Convene like-minded organizations for mutual benefit.
- Identify opportunities for growth and adaptation of a potential 501c3 entity as a public outreach partner for the component.

Advocacy and Outreach

- Monitor and influence municipal legislative and administrative agency proposals as well as local government policies that affect members and the organization.
- Develop a legislative agenda for the organization that is consistent with the AIA's public policies, engaging leaders and members in grassroots legislative efforts and building coalitions with allied professional associations and interest groups to achieve public policy goals.
- Collaborate with public agencies and allied organizations to establish forums to discuss issues of mutual interest and advance the policy positions of AIA Memphis.
- Reach the public by enhancing awareness of the organization, architects, and architecture; providing client education; encouraging community service initiatives; and maintaining positive relations with media, global AIA, and other allied organizations.
- With the Treasurer, manage fiscal stewardship: business functions, expenses, payroll, insurance, tax filings, leases, etc.
- Manage reimbursement from the AIA and oversee component accreditation.

Programs and Knowledge

- Plan, direct, coordinate, promote, and manage programs sponsored by AIA Memphis, as well as membership campaigns, working with volunteers and committees, and delegate responsibility and authority to staff as appropriate.
- Provide support and advice on program operations, monitoring effectiveness and recommending improvements to ensure programs are responsive to members' needs.
- Assist in preparing the annual Design Awards program and supporting other committees to ensure programmatic and financial success.
- Participate in the AIA's Council of Architectural Component Executives (CACE) and on AIA (global) committees and task forces as may be requested or appropriate.

- Coordinate with and complement the work of AIA Tennessee and other local chapters.

Membership and Communications

- Actively target and pursue growth and impact through new memberships and relationships with annual partners, potential sponsors, and allied organizations.
- Engage current members through retention, reinstatement, programming, and outreach.
- Foster and recruit the next generation of members and leaders through targeted outreach.
- Delegate responsibility and authority to appropriate staff or board members to ensure effective member communications such as newsletters or other publications.
- Encourage open communication with members and allied organizations by interacting with members, national AIA, and other AIA component executives (e.g. CACE).

Governance and Operations

- Provide leadership to the organization through the current governance structure including the Executive Committee and Board of Directors, serving as a working partner with the President.
- Liaise effectively with the Board of Directors and provide, in a timely and accurate manner, all information necessary for the board to function properly and make informed decisions.
- Supervise and mentor staff to foster teamwork and develop a strong office culture and productive workplace in accordance with the organization's policies and applicable laws.
- Develop the budget and manage the financial health of the organization, monitoring general administration, identifying alternative and new sources of revenue, fund-raising, and working with volunteers to achieve organizational goals and provide exceptional service to members.

POSITION REQUIREMENTS

Education and Experience:

- Bachelor's Degree, with position history demonstrating increasing responsibility.
- Minimum of five years of previous management-level experience working in association management, not-for-profit, government affairs, public administration, or communications.
- Business administration, organizational management, or architecture/design-related focus.
- Exposure to professional societies is preferred, with CAE or similar designation desired.
- Understanding of membership organizations or familiarity with the architecture profession.
- History of proactively recognizing and acting upon opportunities that benefit members.

Knowledge, Skills, and Abilities:

- Leadership qualities characterized by integrity and transparency.
- Ability to interact, advise, and communicate in a timely and respectful manner with volunteer leaders, members, employees, stakeholders, and allied organizations.
- Flexibility, diplomacy, persuasiveness, and ability to evaluate all sides of an issue.
- Self-confidence in knowledge and skills; willingness to take responsibility to accomplish goals.
- Ability to convey the association's strategic vision to staff, board, volunteers, and donors.

- Excellent abilities in communication, interpersonal dynamics, leadership and management, problem solving, organization, decision making, planning, and policy development.
- Ability to handle multiple priorities in a fast-paced environment with attention to detail.
- Knowledge of and experience in the city of Memphis or Tennessee is preferred.
- Willingness to commit to a long-term association (3-5 years +) with AIA Memphis.
- Ability to relocate to Memphis or the surrounding area.
- Resourceful nature, innovative spirit, and creative approach are valued.
- Demonstrated positive attitude, organizational dedication, and energetic enthusiasm.
- Commitment to justice, equity, diversity, and inclusion across the AIA community.
- Must be supportive of and an advocate for the values of The American Institute of Architects (www.aia.org/about)

Supervisory Responsibility:

This position is the highest staff level within the organization; as such, the Executive Director operates as the chief executive for AIA Memphis.

Works closely with:

- President, officers, Board of Directors, committees, task forces, and other volunteer leaders
- Members of AIA Memphis
- Leaders and staff team members of the AIA (global), AIA Tennessee, and local chapters
- All members of the staff team
- Other strategic partners and related professional organizations
- On-site and remote guests, visitors, vendors, and suppliers

Position Type/Expected Hours of Work:

- This is a full-time exempt position (average of 2,080 hours per year).
- The individual will be responsible for seeking a physical space for the component to occupy.
- Generally, work hours and days are Monday through Friday.
- Periodic early morning, evening, or weekend work will be required.
- The selected ED will operate largely from the office, with some flexibility for remote work.
- Travel within and beyond the state should be expected several times per year.

Recruiting Compensation Range:

Base salary commensurate with education/experience and knowledge/skills/abilities, with additional benefits package to be negotiated. Range of \$75,000-\$95,000 in base salary is anticipated.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

AIA Memphis 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:

Candidates must be willing to undergo a background check including legal, educational, driving, credit, 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 Memphis has engaged an organizational management consultancy, The Three Aspens, Ltd., to assist with this executive search. Inquiries and nominations should be directed (confidentially) to Helene Combs Dreiling, FAIA via e-mail at helene@theplumstudio.com.

To be considered, applicants must submit a customized letter of interest and resume/curriculum vitae to Helene Dreiling at helene@theplumstudio.com by 5pm CST on Monday, December 15, 2025.