



THE AMERICAN ARCHITECTURAL FOUNDATION

Job Description

President/Chief Executive Officer

Function of the Position

The President/CEO leads, coordinates, and oversees all aspects of the American Architectural Foundation's operations, in compliance with the policies established by the AAF Board of Regents and within the organization's bylaws and mission. He/she serves as a liaison between the AAF Regents and staff, and is their principal representative to the public.

The President/CEO reports to the AAF Chairperson and is responsible to the Board of Regents. He/she has general management responsibilities for all activities, functions, and programs of the Foundation not otherwise reserved to the Board of Regents by its action or by the Articles of Incorporation and Bylaws of the Foundation.

Job Duties

Provides the leadership for the organization's growth and performance at its highest professional level. Develops strategies and initiatives in the form of written planning documents to fulfill the AAF mission, and to ensure its financial stability and expansion. Provides direction for senior staff's project management efforts, including strategic planning, program management, communications and marketing.

Serves as the principal spokesperson and advocate of the AAF on a local and national level to all community, professional, governmental, civic and private agencies. Develops collaborative relationships with other organizations nationally and locally to strengthen the Foundation's impact. Maintains collaborative relationship with the American Institute of Architects and serves in an ex officio capacity on its management committee.

Enhances the organization's public image to expand interest and support of the AAF and its mission. Develops and maintains excellent relationships with AAF supporters. Works closely with development staff to secure financial support for the AAF. Attracts major donors to the AAF and coordinates these cultivation efforts with staff. Reinforces importance of development efforts to Regents and staff.

Works with the Chairperson and respective Regent committee chairs. Provides the overall leadership, direction, and information required for the AAF Board of Regents to make decisions, set policies, and take actions to fulfill the organization's mission. Assists the Board of Regents in formulating the annual and long-term programmatic and fiscal goals and objectives of the Foundation. Evaluates the progress toward goals on a regular basis to ensure they are achieved on time and within budget. Provides the Regents and their respective committees with staff services and logistical support.

Directs the budgeting process for all AAF programs. Coordinates and oversees the compilation of programmatic and project budgets. Approves the final AAF budget for submission to the Board of Regents. Monitors and analyzes monthly financial statements to assess financial health of the Foundation. Ensures effective and efficient resource allocation.

Oversees stewardship of historic house museum, including cyclical maintenance program. Oversees public programming related to exhibitions and the house itself. Develops collaborative relationships with similar organizations in the region and across the nation.

Holds responsibility for the human resources of the organization, including structuring the team and working with senior staff to design positions for maximum productivity. Handles operational decisions regarding new hires, transfers, terminations, performance appraisals, and compensation. Works closely with AIA Human Resources on statutory compliance and programmatic matters.

Performs all other duties assigned or authorized by the bylaws and as assigned, authorized, and approved by the Board of Regents.

Frequent Contacts

- AAF staff
- AAF Board of Regents
- Consulting firms
- Donors and prospects
- Corporate leaders
- Education leaders
- Local and regional government leaders
- Other non-profit leaders, including the American Institute of Architects leadership
- Architects and related design professionals
- Museum professionals

Knowledge, Skills and Abilities (KSAs) and Training and Experience

Considerable demonstrated ability to guide an organization in accomplishing its programmatic and fiscal goals and objectives. Extensive skills in fund raising, financial and programmatic management, and strategic business development. Outstanding skills in written/oral communication, negotiation and active listening. Demonstrated skill in leadership, facilitation, strategic planning, collaborative problem-solving, and conflict resolution. Experience with automated systems and word processing programs. Ability to coordinate diverse resources; to interact effectively in a volunteer management environment; to analyze issues and concepts; to correctly state a problem and develop solutions. Ability to work with a variety of constituencies, including government, foundations, design organizations, and corporations.

Bachelor's Degree in Business or Management or Architecture or related field and eight years of responsible senior level project management experience. Graduate degree preferred, but not required. Experience with 501(c)(3) organizations is strongly preferred. An understanding of, and appreciation for, architecture and how it can be used to enrich lives and transform communities is also helpful.

Supervisory Requirements:

- Directs a staff of 14 full-time and part-time employees.

Preferred Qualifications:

- Business or non-profit management