

Board of Directors: Membership Director

This is a two year term for 2025-26, with the chance to serve a second term in the future.

The AIA Atlanta Membership Director takes the lead on maintaining and increasing the number of AIA chapter members, through a yearly campaign to help educate them about the value of AIA's activities, and communicating the value proposition of membership. Additionally, this individual will lead the Firm Lunch and Learn program, events meant to bring the message of AIA member value to a firm setting, educating both firm leaders and employees about the work of AIA in Georgia and Atlanta. Ideally, the Membership Director will work closely with the AIA Atlanta Communications Director and its Allied Director to develop, improve, and deliver a suite of events and membership tools to members and other AIA leaders.

Responsibilities

- Lead the board effort in marketing to and encouraging the chapter's membership to renew AIA membership each year, and to recruit new members to the chapter. This is done primarily through a member communications campaign in Q1 of each year.
- Lead the year-long Firm Lunch and Learn program, by scheduling and executing events at firms that communicate to members the value of AIA membership and the activities of the chapter.
- Lead the effort of communicating and educating members on what AIA does through building relationships with architecture firms, and developing the Firm Champion program (working with the AIA Atlanta Allied Director).
- Work with AIA Atlanta staff and AIA Georgia to keep the "What Has AIA Done For Me Lately" document current and relevant to member's interests.

Accountability

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta Members
- AIA Atlanta Staff

Working Relationship With

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta Staff
- AIA Atlanta Allied Director and AIA Atlanta Communications Director(s)
- AIA Georgia
- AIA Atlanta's Northeast Section leadership

Skills/Knowledge Needed

- Good organizational and project management acumen
- Willingness to work with firm representatives at all levels
- Broad interest and understanding of the relevant issues, challenges and opportunities to AIA members and firms (of all sizes and markets)
- Comfort in public speaking