

Board of Directors: Programs Director

This position is a two (2)-year term. There are two (2) Programs Directors with staggered terms. This position would serve a term for 2025-26.

Responsibilities

- Oversees programs that promote the organization, the profession and AIA to the general public, allied organizations, and AIA members
- Ensure that the focus of AIA Atlanta's offerings are consistent with the priorities of the strategic plan, and addresses concerns of the business of architecture, professional pipeline and K-12 efforts, climate and sustainability issues, and equity in the profession.
- Work with staff and treasurer to develop budgets for key programmatic elements of the chapter
- Develop affinity groups, Knowledge Communities, and programs that can effectively attract and retain a diversity of members

Accountability

- AIA Atlanta Executive Committee
- AIA Atlanta Board of Directors
- AIA Atlanta membership
- AIA Atlanta staff

Specific Duties

- Create, maintain and chair Programs Committee(s)
- Develop a process to continually analyze and evaluate the value of existing programs, research and consider new programs, and ensure current programs are providing maximum member value
- Work cooperatively with staff to effectively deliver programs to membership and the public
- Work in leadership role with the committee chairs and staff for a variety of AIA programs, including but not limited to our K-12 programs, Build Something Great, Design Awards, networking events, and more.
- Attend a variety of AIA events to assess the needs and mood of membership, and to evaluate the effectiveness of the chapter's programs.

Working Relationship With

- AIA Atlanta Board of Directors
- Key Programs Committees (COTE, K-12, Build Something Great Design Awards, etc.)
- Allied organizations and professionals
- NOMA Atlanta, the Architecture Design Center and others
- AIA Atlanta staff

Skills/Knowledge Needed

- Interpersonal skills
- Ability to develop relationships
- Excellent project management skills
- Staying current with member benefits and programs (local, state, regional and national), especially those offered with other similar chapters across the country