



Communications and Programs Manager

The American Institute of Architects, Georgia Chapter (AIA Georgia) is seeking a full-time **Communications and Programs Manager**. Read about the position below, and if this sounds like the job for you (or someone you know), apply via email, following the application instructions at the bottom of this page.

BACKGROUND

AIA Georgia is a member supported professional association (501c(6)) serving the state's nearly 2,100 members and their firms through political advocacy, leadership development, continuing education, career enhancement and professional networking. Specific programs of the organization include a state-based political engagement function, management of a political action committee (PAC), a leadership development program for emerging professionals, a regional architecture conference, annual design awards event, and more. AIA Georgia works in close partnership with the seven local AIA chapters in the state, and with the National Organization of Minority Architects, the Architecture Foundation of Georgia, AIA chapters at the national level and in other states and cities, and with other complementary professional associations in close industries.

AIA Georgia uses a combination of Apple-based technology with Microsoft Office Suite (Word, Excel, etc)

PRIMARY DUTIES AND RESPONSIBILITIES

General Description: This job requires a unique blend of skills and aptitudes, including excellence in engaging in current communications mediums for members and the general public. It also requires a social, open personality style that enjoys customer service, a team-based work environment and customer interaction.

This position's primary objectives are to:

1. Manage various communications and marketing functions aimed at AIA membership and the general public (50% of job)
2. Work cooperatively with other AIA Georgia and AIA Atlanta staff to plan and execute a range of programs, advocacy efforts, and special events. (40%)
3. Collectively support the activities of non-staffed AIA chapters in the state (5%)
4. Direct the archive management of all AIA Georgia and Architecture Foundation documents (5%)

Specific duties include, but are not limited to:

- *Communications and Marketing:* AIA Georgia must communicate the substance and success of its activities to its 2,100 members but must also strive to educate the general public about the work of architects and the value of good design to the general public. This job drives this responsibility through press releases, letters and electronic communications to members, and the design and development of a wide variety of digital and printed materials. The Communications and Program Manager will also be proficient in designing and delivering email campaigns, managing all social media functions of AIA Georgia (LI, Facebook, and Instagram), and maintaining and enhancing the websites of AIA Georgia and the Architecture Foundation.
- *Program Management:* Contribute to the planning and execution of multiple member and public-oriented programs throughout the year including: year-long political and lobbying activities, Christopher Kelley Leadership Program, Advocacy Week, Design Awards process and gala program, educational webinars and in-person events, the Aspire Experience conference, annual Fellowship workshop, shows and events in the AIA Gallery space, Open House Atlanta, etc. The Communications and Programs Manager is either

fully involved or leading these activities and will have some responsibility of designing and managing electronic and printed materials associated with each.

- *AIA Chapter Support:* This position provides administrative support, marketing and communication advice and support and other various services to both AIA Georgia and to the six unstaffed chapters in Georgia.
- *Archival Management:* The association has legal and fiduciary responsibilities to protect, store, and organize a wide range of physical and digital documents. This position must familiarize itself with these requirements and the current systems in place and continue their successful process management.
- *Special Outreach, Promotion and Other Duties:* This position will coordinate or assist in the design and implementation of special outreach events and campaigns as appropriate. This position may have other duties assigned during the year.

EDUCATION

Graduation from a four-year college or university required, preferably with course work in areas such as business or nonprofit administration, environmental policy, marketing, public relations, public policy, graphic design or a related field. Candidates with degrees in liberal arts (and with solid backgrounds in leadership and volunteerism) and with marketing and communications experience are encouraged to apply.

REQUIRED AND DESIRED INTEREST, WORK EXPERIENCE, AND SKILLS

- Experience in Adobe Creative Suite (InDesign, Illustrator and Photoshop) required
- Strong oral and written communication skills, familiarity and enthusiasm for social media platforms, and some previous experience in copywriting and press required
- Knowledge of WordPress platform, website design and maintenance, or HTML experience highly required
- 2+ years media/communications and marketing/graphics experience required
- Self-starter with ability to self-direct and prioritize work activities, and manage multiple projects
- Enjoys working in a team; persistent, outgoing, organized, flexible, and can think well on their feet
- Ability to interact effectively with volunteer boards, committees and public media
- Ability to organize, prioritize and work on multiple projects
- A demonstrated interest in architecture and design, sustainability, politics, and/or planning is a definite advantage to job success

STARTING SALARY RANGE, BENEFITS

- Starting Salary Range: \$45,000 - \$60,000 annual, contingent upon level of direct experience and skills. Possibility of annual bonus.
- Benefits package (including 80% paid medical, 401K match, FSA account, sick and vacation, gym subsidy)
- Subsidized transit or parking pass, negotiated flexible work arrangements

APPLICATION INSTRUCTIONS

Applications should be directed to David Southerland (jobs@aiaga.org), Executive Director.

Application instructions:

- Send an email to jobs@aiaga.org with a single document attached containing both your cover letter and resume.

- Please indicate in the subject line of your email that you are applying for the Communications and Programs Manager job.
- Your cover letter should give a clear idea of why you are interested in this job, and why this job would be a good match for you.
- The single attachment should be in Microsoft Word or PDF format.
- Do not paste your cover letter or resume into the body of your email. Do not send multiple attachments.
- Please reference the jobs website where you discovered this position.

As a non-profit, AIA Georgia is not in a position to cover travel or relocation expenses for non-local candidates.

You can expect to receive an email back acknowledging receipt of your application. No calls, please.

AIA Georgia is an equal opportunity employer. We value diversity and are committed to creating an inclusive environment for all employees.

POSTED: April 30, 2021

APPLICATION DEADLINE: May 23, 2021 (11:59 PM)

ANTICIPATED START DATE: mid-July, 2021