

# Architects Foundation

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## POSITION PROFILE

### Executive Director

WASHINGTON, D.C.

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#### About Architects Foundation

Architects use the power of design to solve problems, transform lives, and create a better world. The Architects Foundation celebrates architecture's value by advancing tomorrow's design leaders and preserving architectural treasures of the past. The Architects Foundation is positioning itself for new success, preparing to launch a momentous increase in our scholarship program. By enhancing the program, we aim to attract and cultivate a diverse next generation of architects, and provide new opportunities to support the evolution of our profession.

The Architects Foundation also preserves the historic Octagon building in the nation's capital, seeking ways to best express the values of historic preservation work and keep the Octagon's legacy alive with exhibits, educational programs and partnerships.

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#### About AIA

Headquartered in Washington, DC, AIA was founded in 1857 by 13 architects. Today, AIA has over 260 chapters worldwide and more than 90,000 members. AIA advocates for the value of architecture and gives architects the resources they need to do their best work. Their mission is to drive positive change through the power of design.

#### Scope of the Position

The Executive Director of the Architects Foundation, co-located with the American Institute of Architects based in downtown Washington, D.C., is responsible for directing the development and fundraising activities of the Foundation to support strategic and financial goals. The position also requires strong knowledge of marketing and communications, and the ability to partner with

the Foundation Board of Directors to set direction and with AIA staff to implement program goals and objectives. Board Development experience is also critical.

#### Position Responsibilities

##### Leadership and Management

- Working Collaboratively with the Foundation Board of Directors and AIA staff, implements strategic and business plans and develops strategies to achieve fundraising and programmatic priorities annually.
- Oversees the Scholarship program fundraising efforts, in addition to governance, donor communication, budget management and staffing.
- Evaluates staffing needs, including the management of three direct reports as well as consultants and contractors as needed.



### **Development and Fundraising**

- Build awareness and visibility for the Foundation and its programs.
- Through strategic and annual planning, develop the resources necessary to support the Foundation's mission through annual fundraising and longer term development efforts.
- Provide leadership in developing fundraising efforts and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the Board.
- Develop donor base/pipeline of individuals and corporations to expand outreach for Foundation fundraising goals and program initiatives.
- Establish and maintain sound working relationships, cooperative arrangements with partner organizations, individual donors, and corporate funders.

### **Communication**

- Serve as the primary spokesperson for Foundation initiatives to AIA Leaders, members, wider stakeholders, and the media.
- Develop creative and successful donor recognition and communication programs to keep donors engaged.
- Report regularly on the progress of the Foundation's programs to the AF Board of Directors, AF Chair and the AIA CEO.
- Develop and implement an annual communication and marketing plan for the Foundation.

## **Position Requirements**

### **Qualifications and Experience**

- Bachelor's degree required; master's, CAE, or CFRE designation preferred.
- Ten or more years as a member of a senior management team, preferably in development in a foundation or association.
- Demonstrated senior-level experience developing innovative fundraising programs, campaigns, and events.
- Demonstrated experience matching donors/funders with organization goals and funding priorities.
- Demonstrated experience implementing strategies in support of strategic and business plans to achieve fundraising goals for a nonprofit or association.
- Strong understanding of Federal laws and regulations for fundraising activities by 501c(3) organizations.
- Five years' work experience with volunteer leadership, educating and coaching them in fund development and outreach.

### **Skills and Attributes**

- Highly developed communication skills, including professional writing, editing, and verbal skills, for a variety of internal and external audiences.
- Skilled at presentation of, and one-on-one interaction with, complex information.
- Strong understanding of budgeting and financial management, understanding of key financial indicators.
- Good relationship builder. Ability to cultivate a network outside and inside the organization and build positive strategic relationships with key individuals and groups.
- Demonstrated interpersonal skills in building and cultivating donor relations.
- Strong leadership and management skills.

## Measures of Success

- The new Executive Director has established strong rapport and communication with the Architects Foundation Board of Directors, AIA leaders and staff, and current Foundation donors.
- Overall visibility for the Foundation and its key projects—the Scholarship program and the Octagon Museum—has increased through deliberate communication and outreach.
- The new Executive Director has put focus on the evolution of the Scholarship Program, to include greater awareness and building bridges with new categories of donors.
- High prospect possibilities and a pipeline of donors have been identified for further ongoing outreach.
- The new Executive Director is on the path to building a culture of philanthropy among AIA members and leaders.

## Board of Directors

- **Jeff Potter, FAIA**, President
- **Graham Davidson, FAIA**, Treasurer
- **James A. Walbridge, AIA**, Secretary
- **Marvin Malecha, FAIA**
- **David Melancon**
- **Carole Wedge, FAIA, LEED AP**
- **R. Steven Lewis, FAIA**
- **Clifford Curry, FAIA**
- **Bill E. Roschen, FAIA, LEED AP BD+C**

## Location

Architects Foundation  
1735 New York Ave., NW  
Washington, DC 20006-5292

## Website

The Architects Foundation can be found at:  
[www.architectsfoundation.org](http://www.architectsfoundation.org)

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