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FOR ARCHITECTURE  
AND DESIGN

## Position Opening

### Executive Director

The American Institute of Architects, Baltimore Chapter (AIA Baltimore)  
and  
Baltimore Architecture Foundation (BAF)

[AIA Baltimore](#) is a professional association representing over 1,300 architects, associate architects, and allied professionals in Baltimore and central Maryland. Among the oldest AIA chapters in the country, AIA Baltimore was founded in 1871 and celebrated 150 years in 2021. AIA Baltimore inspires and empowers architects and designers throughout the Baltimore region to engage with communities to improve society and transform the world through the built environment.

[The Baltimore Architecture Foundation](#) is an affiliated non-profit founded in 1986. BAF celebrates design and the built environment by providing public education and outreach to the community at large about architecture in the Baltimore region.

The Executive Director will lead AIA Baltimore and the Baltimore Architecture Foundation, and oversee management services as Executive Director for the [Maryland Chapter of the American Society of Landscape Architects](#) (MDASLA).

#### RESPONSIBILITIES

- Oversee all aspects of organization governance, finance, personnel, and operations for AIA Baltimore, Baltimore Architecture Foundation, and as contracted for the Maryland Chapter of the American Society of Landscape Architects
- Financial responsibility: budget and resource management, sponsorship and financial development
- Manage additional 4+ person staff, and contract services
- Direct organization programs and events for member professional continuing education and knowledge, mentorship, networking, advocacy, public education and outreach, and fundraising events
- Guide and advise more than 100 active members in 15 committees which design and deliver 50-60 unique educational programs each year
- Manage the Center for Architecture and Design and subtenant relations
- Continue outstanding relationship with AIA National and chapters throughout the country
- Continue and create new productive collaborations with related organizations
- Assist Boards of Directors with identifying emerging issues, opportunities, and initiatives

- Ensure that the organizations are in compliance with all applicable laws and legal requirements; and with all local, state and national component policies and bylaws

#### QUALIFICATIONS

- 10–15 years in association/nonprofit management, or related fields
- Outstanding leadership skills, credibility and integrity; commitment to equity, diversity, and inclusion
- Experience in effective and successful relationships with Boards of Directors, committees, members, and external partners to achieve the goals and mission of the organization
- Strong executive presence to lead and earn the respect of others, engage constituents and external stakeholders
- Understanding of Baltimore City and Greater Baltimore region and the role of architecture and the design community
- Proven skills in staff leadership, management, and mentorship
- Thorough knowledge of non-profit tax, legal and governance issues
- Experience working and managing multiple groups of volunteers
- Ability to think openly, proactively and creatively
- Ability to articulate vision and goals of the organizations
- Ability to lead AIA Baltimore / BAF Justice, Equity, Diversity, and Inclusion initiatives, including as related to the work environment and programming, education, and advocacy
- Ability to implement the AIA Baltimore and BAF strategic plans and facilitate future strategic planning processes
- Desire and ability to help members and staff to develop individually
- Excellent verbal and written communication skills
- Track record of allied organization and government collaboration
- Graduate degree in relevant field preferred
- Experience and knowledge of architecture or design fields a plus

Full-time, permanent position with benefits. Some weekend, evening facilitation of programs and meetings and limited travel for annual conferences and coordination with other chapters. Salary commensurate with experience and education, estimated range \$88,000–\$100,000. Equal Opportunity Employer.

#### TO APPLY

Please email resume, cover letter detailing qualifications for the position, and salary requirements to: [AIABaltEDsearch@gmail.com](mailto:AIABaltEDsearch@gmail.com). PDFs should not exceed 5 MB.

#### DEADLINE

Monday, December 6

The Center for Architecture and Design  
One Charles Center  
100 N. Charles Street, Suite P-101  
Baltimore, Maryland 21201