



**Position Announcement  
Part time Executive Director**

May 7, 2018

**Overview**

The Board of Directors of the San Diego Architectural Foundation (SDAF) seeks a part time Executive Director to lead the organization in its next level of growth. Serving as the public face and chief representative of SDAF to the community, the Executive Director is responsible for organizational fundraising, maintaining fiscal sustainability, and ensuring the administration of impactful programs and events that serve the San Diego region. The successful candidate will engage with SDAF as a consultant, for an expected 80 hours per month. The Board of Directors will provide objectives, priorities and direction to the ED. On a day to day basis, the position reports to the President, or another officer, where designated.

**About San Diego Architectural Foundation**

The SDAF is a 501(c)3 non-profit organization established in 1978 and is dedicated to education and promotion of outstanding architecture, planning and urban design throughout the San Diego region. SDAF has a long history of providing excellent programs to our members. We are a well-recognized and respected organization and the board of directors would like to take the organization to the next level. Currently, SDAF employs part time consultants for administration, bookkeeping, public relations, graphic design and grant writing. For more information on the organization visit [www.sdarchitecture.org](http://www.sdarchitecture.org).

**Primary Responsibilities Include (but may not be limited to):**

- Develop, nurture and sustain relationships with sponsors and funders in order to drive fund raising for the organization.
- Work with the Board of Directors and staff to develop and implement all policies, procedures, and strategic plans.
- Manage the successful planning and delivery of programs and events.
- Manage operations and administration of the organization utilizing staff, contractors and volunteer efforts to maximize resources.
- Maintain appropriate fiscal and budgetary control of the organization. Prepare budgets and monitor expenses and revenues.
- Work collaboratively with other industry related membership organizations, government and public affairs professionals, and represent SDAF to government officials and the public.
- Manage membership database and communication to SDAF members and interested parties using Wild Apricot Membership Management software.

**Requirements Include (but may not be limited to):**

- Strong leadership, governance, financial management, marketing, communications, consensus building, negotiation, and non-profit organizational management skills.
- Ability to establish, prioritize and manage multiple projects simultaneously.
- Ability to establish and maintain effective working relationships at all levels, including volunteer leadership, and with other external but related industry organizations.
- Proven aptitude for bringing people together and building team cohesion.
- Excellent written and verbal communication skills.
- Interest in Architecture, Urban Design, and related fields preferred.
- Proficient in Microsoft Office, Excel, PowerPoint.
- If you have knowledge of InDesign, Word Press, Quick Books, Photoshop that would be a plus.
- Executive Director needs to provide her/his own work space and tools (laptop and cell phone).

**Education and Experience:**

- Bachelor's degree in business, organizational development, or non-profit management is preferred.
- Minimum of five years of proven success in management of associations, non-profit organizations, business or industry is preferred.
- Fundraising experience for a not-for-profit organization is preferred.

**Compensation:**

This position is for a part-time consultant at 80 hours/month at \$50/hour. There is an opportunity to grow this position to full time.

**To Apply:**

Submit the following in a single email, by June 7, 2018, in one attachment to [info@sdarchitecture.org](mailto:info@sdarchitecture.org). In the 'Subject line' write "Executive Director Search", followed by your last name.

Include:

- Cover letter
- Resume

Anticipated start date is 8/1/2018. We will respond to qualified candidates for interviews in mid to late June. No phone calls please.