



Executive Director

AIA Idaho

Location: Idaho-based preferred; remote work arrangement available

Position Type: Part-Time Independent Contractor (1099)

Schedule: Approximately 20 hours per week with flexible scheduling

Travel: Periodic travel within Idaho for Board meetings, conferences, and key events

Application Deadline: September 10, 2026

About AIA Idaho

AIA Idaho is the statewide component of the American Institute of Architects, serving architects and allied professionals through advocacy, education, leadership development, and member engagement.

We are seeking a highly organized, collaborative professional to serve as Executive Director and support the organization's operations, strategic initiatives, membership, and volunteer leadership.

Position Summary

The Executive Director serves as the chief staff officer of AIA Idaho and is responsible for day-to-day operations, financial administration, membership engagement, sponsorship development, board support, and implementation of strategic priorities.

Working closely with the Board of Directors, committee chairs, members, industry partners, sponsors, lobbyist, and Creative Director, the Executive Director helps advance AIA Idaho's mission and ensures organizational initiatives are successfully executed.

Key Responsibilities

Organizational Leadership & Board Support

- Support the Board of Directors in implementing strategic priorities and initiatives.
- Coordinate Board meetings, agendas, reports, and organizational records.
- Maintain organizational policies, records, and administrative systems.
- Track progress on key initiatives and support effective decision-making.

Committee & Volunteer Engagement

- Support committee chairs and volunteer leaders in planning and executing programs and initiatives.
- Facilitate communication among committees, Board leadership, and members.

- Provide administrative coordination and project support that enables volunteer

Financial Administration

- Manage day-to-day financial operations.
- Work with the Treasurer and accounting partners on budgeting and financial reporting.
- Maintain accurate financial records and prepare regular financial reports.

Sponsorship & Development

- Develop and maintain relationships with sponsors and industry partners.
- Coordinate sponsorship opportunities that support programs and events.
- Assist in identifying opportunities to strengthen revenue and member value.

Membership & Engagement

- Serve as the primary point of contact for member inquiries and support.
- Support member recruitment, retention, and engagement efforts.
- Foster strong relationships with members throughout Idaho and encourage participation in chapter activities.

Communications & Advocacy Support

- Collaborate with the Creative Director to support communications, marketing, branding, and member engagement efforts.
- Help ensure programs, events, and organizational priorities are effectively communicated.
- Support Board-approved advocacy initiatives and coordinate with advocacy volunteers and partners as needed.

Qualifications

We recognize that successful candidates may come from a variety of professional backgrounds. If this opportunity interests you and you possess many of the qualifications below, we encourage you to apply.

Preferred Qualifications

- Experience in nonprofit management, association management, business administration, operations, communications, or a related field.
- Experience supporting volunteer organizations, committees, or boards.
- Financial management experience, including budgeting and reporting.
- QuickBooks experience preferred.
- Strong written and verbal communication skills.
- Ability to work independently, manage competing priorities, and meet deadlines.

- Experience building relationships with members, sponsors, and community partners.
- Familiarity with the architecture, design, construction, engineering, or nonprofit sectors is helpful but not required.

Desired Characteristics

- Highly organized and self-motivated.
- Collaborative and relationship-oriented.
- Strong attention to detail and follow-through.
- Solutions-focused with the ability to manage multiple priorities.
- Skilled at moving projects from concept to completion.

Future Opportunity

AIA Idaho anticipates continued growth and may expand this role over time. Depending on organizational needs and the strengths of the successful candidate, the position could evolve into a larger or full-time opportunity.

To Apply

Please submit:

- Cover Letter
- Resume
- Three Professional References

Applications and proposals must be received no later than September 10, 2026.

If you enjoy helping organizations succeed, working with volunteers, and supporting the advancement of the architectural profession in Idaho, we encourage you to apply. We are seeking the right combination of skills, experience, and fit, not simply a candidate who checks every box.

Email: aiaidahoboard@gmail.com