



# AIA Southwest Washington

**Job Title:** Executive Director

**Organization:** American Institute of Architects, Southwest Washington Chapter (AIASWW)

**Send Resumes to:** Kris Schwarz – [aia@aiasww.org](mailto:aia@aiasww.org)

**Location:** Tacoma, WA (remote working opportunities are available)

**Position Type:** Part-Time (20 – 30 hours per week)

**Compensation:** Hourly anticipating between \$20,000 - \$25,000 annually.

**Benefits:** Healthcare Stipend, Paid Parking, Paid Vacation, Paid Holidays, and Paid Sick Leave.

**Job Description:**

Our current AIASWW Executive Director is retiring at the end of March 2021 and we are looking for the right person to fulfill this need. The role of Executive Director is a long-term position with growth potential. The Executive Director position serves and represents both the Southwest Washington Chapter and the Vancouver Section in a professional and public capacity. He or she will be a contract employee of AIA Southwest Washington, report to the Board of Directors, either directly or through the President and Executive Committee, and act on behalf of the Chapter and Section through the Board of Directors in administering Chapter and Section affairs within the provision of the Chapter Bylaws and the Articles of Incorporation.

Responsibilities include: facilitating long-range planning; implementing organizational goals and objectives; overseeing the day-to-day operations of the chapter; assist in board development and governance; growing the membership of the organization, and providing relevant and timely member services.

Position Requirements include: Job history demonstrating increasing responsibility; business administration and organizational management desired; experience with multiple social media platforms; knowledge of accounting procedures; experience with coordinating end of year tax documents for a business or non-profit; and proficiency with Microsoft Office Suite of Products and Intuit QuickBooks.

For more information please contact AIA Southwest Washington at 253-627-4006 / 360-561-9797 (Cell)

708 Broadway, Suite 100B  
Tacoma WA 98402  
253-627-4006 / 360-561-9797 Cell  
[www.aiasww.org](http://www.aiasww.org)  
[aia@aiasww.org](mailto:aia@aiasww.org)