



## SEATTLE ARCHITECTURE FOUNDATION

SHAPE SEATTLE!

### Job Description - Executive Director

#### About the Seattle Architecture Foundation (SAF)

The Seattle Architecture Foundation connects people to the architecture, design, and history of Seattle. We believe the more you engage with design, the more you feel connected to your changing city. As a volunteer driven organization, we provide programs which will empower you to make a difference in your community.

SAF is a 501(c)(3) nonprofit corporation governed by an engaged volunteer Board of Directors. SAF is supported by dedicated volunteers and generous donors. SAF operates on an annual \$260K budget with primary funding received from the Architecture, Engineering and Construction community. Additional support is received through individual donations/sponsorships, grants and program fees.

#### Position Overview

The SAF Executive Director (ED) reports to the Board of Directors and has overall strategic and operational responsibility for Seattle Architecture Foundation's staff, programs, fiscal management, and execution of its mission. SAF is also a founding partner of the Center for Architecture & Design (CFAD) and the ED plays a lead role in managing this public space with American Institute of Architects-Seattle, which offers exhibits, talks, workshops and programs for members of the public and design professionals.

This is a full-time, exempt position. Key responsibilities include:

#### Leadership, Financial Management and Operations (35%)

- Serve as a spokesperson and advocate for the agency, the CFAD, its programs, volunteers, and program participants and look for opportunities to leverage partnerships.
- Partner with the board to develop a focused, results-oriented annual operating plan and sustainable budget and provide ongoing monitoring/evaluation.
- Ensure that equitable human resource practices and policies are in place.
- Hire and supervise all full-time staff (2 FTEs), which currently includes a Program Director and Communications and Administrative Assistant.
- Oversee the development and implementation of work plans that are aligned with the agency's priorities.
- Oversee facilities, accounting and reporting functions for SAF and CFAD and compliance with all applicable laws and regulations.

#### Fundraising and Communications (30%)

- Oversee the creation and implementation of a comprehensive development plan, leading to a broader funding mix and continue to increase the historical level of support. In 2022, philanthropic support, including grants, annual campaign & membership is expected to be ~ \$170K.
- Serve as a key participant in development efforts, including donor cultivation and solicitation, promotion of sponsorship opportunities and broadening the membership base.
- Maintain existing and develop new relationships with organizational and government funders, which includes writing /reviewing grants, reports, and maintaining relationships with key staff.
- Engage the board in targeted and meaningful fundraising endeavors.
- Deepen and refine all aspects of communications- from web presence to external relations with the goal of increasing awareness as the organization approaches its 40th Anniversary in 2022.

#### Board & Volunteer Engagement (20%)

- Serve as the primary conduit between board members and the agency's staff, volunteers, supporters, and program participants.
- Provide board members with information, counsel, tools, and resources that will enable them to govern and support the agency effectively.
- Work alongside the Board to execute the Design Soiree special event series, which includes events hosted by Architecture Engineering & Construction (AEC) partner firms.

- Support staff team in recognizing volunteers and supporting their development as future leaders.

### **Program Management (15%)**

- Provide support for the Tours Committee, which includes organizing the annual training, assistance with administrative needs, scheduling and marketing. Volunteers lead tours, develop scripts and determine tour offerings.
- Provide oversight and management of SAF's mobile tour app, including future use, sponsorship and growth opportunities.
- Provide event support, as needed to execute a range of public events and educational programs
- Ensure successful and creative marketing of SAF programs and provide oversight for agency communications.

### **Skills and Experience**

The ideal candidate for this position will have a demonstrated commitment to non-profit organizations. They will also bring a variety of experiences and attributes, including:

- Experience leading and managing staff and maintaining a positive, inclusive and equitable culture.
- At least 5 years of senior management experience with increasing responsibilities in general management, financial management and budget responsibility.
- Previous non-profit organization experience and work with boards and leadership volunteers.
- Proven experience in fundraising strategy creation and implementation.
- An ability to develop relationships and partnerships with related organizations in the architecture, design, urban planning community.
- Strong verbal and written communication skills, and the ability to listen and work with many constituents.
- A bachelor's degree is required.
- Interest in architecture, design and urban planning is a bonus

### **Availability & Other Requirements**

- While this position may work partially remote, all staff are eventually expected to work in the office approximately 3 days per week.
- Some evenings and weekends are required based on program/event schedules (Approximately 3 times per month outside of typical business hours).
- We prioritize the health of our staff and the community we serve and require all staff who work in our shared office to provide proof of vaccination (100% of all staff are fully vaccinated). Proof of vaccination is also required for any indoor program/event.

### **Location**

Center for Architecture & Design, 1010 Western Ave, Seattle, WA

The Seattle Architecture Foundation will offer a competitive compensation package to the selected candidate. Benefits include paid vacation, medical coverage and transportation subsidy. The annual salary for this position is \$80,000. The preferred start date is on or before June 2022, but the Board will be flexible to the extent possible.

SAF is committed to becoming a more inclusive organization and is an equal opportunity employer. Our goal is to have our staff, board and all who are actively involved with the organization represent the diversity in our city. We encourage Individuals from all cultures, communities and historically underrepresented and marginalized groups to apply.

### **TO APPLY:**

**Please send a thoughtful cover letter and resume to [recruitment@seattlearchitecture.org](mailto:recruitment@seattlearchitecture.org) by March 11.**

Qualified candidates may be contacted for interviews before the closing date, so please apply at your earliest convenience. Please, no calls or in person visits any questions can be answered via the email above.