



AIA West Virginia

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November 11, 2016

RE: ADVERTISEMENT for EXECUTIVE DIRECTOR

The American Institute of Architects, West Virginia Chapter (AIA WV) is seeking candidates for the position of Executive Director. AIA WV is a state component of the national American Institute of Architects. The Executive Director of AIA WV is the face of the profession of architecture in the state and the direct point of contact for our members. The primary function of the Executive Director is to administer the affairs of the Component on behalf of the Officers. The Executive Director's primary responsibility is to pro-actively maintain and increase membership, and increase overall revenue through meetings, events, fundraising, and the responsible management of resources. AIA WV's headquarters is located in Charleston, West Virginia.

The candidate must be very well organized, with careful attention to detail and the ability to self-motivate and self-regulate as they are the sole staff person in the office. Accounting skills, including proficiency in QuickBooks, tax payments, and financial reporting, are required. Candidates must also be technologically proficient and able to effectively utilize current marketing and communication software, website content management system, Microsoft Office and the proprietary component management software from our national parent organization.

As a state-wide Component, we serve members and organize events all over the state. Candidates must be able to effectively organize and manage events ranging from continuing education seminars to our annual awards gala. The candidate must be willing to travel, including to meetings and events around the state as well as conferences throughout the year in locations around the country. Attendance at national events is critical to represent our Component and connect with a broader network of resources and support. Other responsibilities include the administration of our volunteer committees and the WV Foundation for Architecture.

Applicants must be a citizen of the United States. As a condition of employment, an inquiry into job-related information will be completed which may include, but is not limited to: criminal records, employment history, education and training. The salary range is \$35,000 - \$65,000, commensurate with experience, education and ability. To apply for the position, submit a cover letter and resume with education, employment history and three references to: Ms. Phoebe Patton Randolph, AIA, Board President, aiawv@aiawv.org, 1-304-344-9872, or to P.O. Box 813, Charleston, West Virginia, 25323. The deadline to submit an application is December 12, 2016.

Additional information about AIA West Virginia can be found at www.aiawv.org.

[Click here](#) for more information about West Virginia. [Click here](#) for more information about Charleston.