Job Title: Deputy Director

Department: Operations

Reports to: Board of Directors

Effective Date: Nov 2023

Organization: AIANY/CFA

Classification: Full Time, Non-Exempt

The Deputy Director for AIANY and the Center for Architecture is a key member of the senior team of the integrated AIANY|Center for Architecture blended organization, along with the Managing Director of AIANY and the Executive Director of AIANY|CFA.

The Deputy Director provides leadership and direct management in three major areas for the organizations: Programs, Development, and Communications.

Programs

The Deputy Director will advise on and execute the vision for the integrated programming presented by both the Center for Architecture and its professional partner, AIA New York. They are a key liaison between the Center for Architecture and the global architecture and design community, maintaining and expanding relationships with curators, academics, notable practitioners, peer organizations, and other thought leaders in the field.

The Deputy Director will manage the Center for Architecture exhibitions & programs team, which produces approximately 10 exhibitions and 15-20 programs per year. Center for Architecture programming includes special lectures and series, a growing tours program, and Archtober, the annual festival of architecture and design held every October. The Deputy Director will also collaborate closely with the AIANY Membership team, which manages both special AIANY programs and projects, and works with a network of volunteer AIANY committees, groups of members with expertise across approximately two dozen areas of architectural subject matter, and who develop and deliver many dozens of programs per year, mostly intended for a professional audience. Other AIANY programs include civic-oriented projects, programming with and for post-secondary students and architecture schools, programs for early career professionals, collaborations with government agencies, subject-matter conferences, career fairs, and more. Finally, the Deputy Director also oversees partnerships and other public programs of the AIANY and Center for Architecture, including an growing tours program.

Development

The Deputy Director will oversee the activities of the Development team, which in turn plans and delivers four major fundraising events per year, two annual appeals, a small patrons' program, corporate giving and packages, a nascent individual giving program, and a robust grants program. The team consists of a Development Manager, a Development Coordinator, and a part-time Grants Manager. The Deputy Director, as a face of the organization, will develop and cultivate relationships with corporate, institutional and individual donors, in partnership with the Executive Director, and will drive growth in sponsorship income across all areas of development, as well as devise approaches to contributed revenue.

The Deputy Director will also work closely with the Executive Director on board development, identifying and cultivating new Board members for the Center for Architecture and other individuals to serve in key

volunteer capacities across other institutional initiatives and groups. They will take a key role in working with existing Board members through committee work and Board events and meetings.

Communications

The Deputy Director will also guide the work of the Communications department, with the Director of Communications and Communications Coordinator reporting into the role. The Communications team, like the Development team, works to support across both AIANY and CFA activities and audiences, and is responsible for developing and executing social media strategy, digital communications including web operations, email marketing, press relations, and other communications needs, including working with AIANY's publication Oculus magazine. They also work closely with the Programs teams on outreach strategy and marketing materials, and take an active role in the planning and execution of the Archtober festival. The Deputy Director will help guide this work and ensure effective coordination and collaboration across other teams and departments. The Deputy Director will work to deepen and strengthen CFA, AIANY and related brand identities in collaboration with the Communications team.

The Deputy Director is a vital management role and candidates should have extensive experience building and managing high performing teams across multiple organizational functions. Candidate should have experience in architecture and design or related fields, and a relevant network, whether in industry, media, academia, or a combination of these. The ideal candidate should also have experience managing diverse teams, working with a variety of communities and stakeholders, and understand and embrace best practices and leadership in diversity, equity and inclusion. Experience with Board relations and Board development is preferred.

Exhibitions and Related Programs

- Manage CFA Exhibitions & Programs team (one Director, one Coordinator)
- Work with team to solicit and evaluate exhibition and program content from outside curators and institutions
- With Exhibitions team, manage the work of the Exhibitions Committee (org's curatorial review body)
- Devise, develop and direct CFA's own exhibition content in concert with Exhibitions Committee, Executive Director, and other relevant leaders and stakeholders
- Build and maintain relationships with outside curators, institutions, designers and exhibition-related vendors

Public Programming

- Act as a primary public face CFA programming and public-facing AIANY programming
- Lead on the development of programming targeting a non-professional audience
- Develop and maintain relationships with outside organizations, academic institutions and thought leaders in architecture and design
- Represent the organization at industry events when appropriate
- Collaborate with Executive Director on major program initiatives
- Drive the growth of an expanded public tours program
- Oversee the production of the Archtober Festival
- Work with AIANY team to monitor and guide AIANY-driven programming via volunteer committees of the Chapter

Professional Programming

- Collaborate with AIANY Member Programs team (1 full-time, 1 part-time), focusing on major member-driven, professionally-oriented programming
- Drive programmatic collaborations with academic architecture programs
- Develop and deepen program offerings targeting AIANY member success via skill-building, mentorship, civic engagement and more
- Assist with partnerships with city and state agencies that focus on architectural issues, particularly related to sustainability and other public and civic priorities
- Assist Programs team with refining volunteer-driven programming, seek synergies between AIANY committees and other programming

Development and Fundraising

- Manage AIANY/CFA Development team, consisting of a Development Manager, Development Coordinator, and Grants Manager
- With Development team, ensure success of existing events, campaigns and grants
- Develop and drive new and innovative fundraising programs and campaigns
- Identify and pursue, with Executive Director, new funding sources to increase contributed revenue and diversify income
- Grow corporate funding streams for major programs, particularly Archtober, Education and exhibitions

Communications and Marketing

- Oversee the activities of the AIANY/CFA Communications team
- Partner with Communications Director on developing and executing digital and brand strategies and partnerships
- Collaborate with Communications team to ensure excellence in internal written communications, external speeches, member outreach and exhibition-related text
- Work with Oculus Committee on the development of content and strategy for AIANY's in-house quarterly magazine

Education and Experience:

- Bachelor's degree from a 4-year college or university; graduate degree preferred. Architectural or design education is preferred but not required
- At least 10 years of work experience with a minimum of 5 years in a management-level position
- Demonstrated knowledge of architecture and design, with a broad network in the field
- Experience developing and executing programs and/or exhibitions
- Experience building and managing diverse, high-performing teams
- Proven ability to develop and scale project-based programs with tangible and measurable impact
- Demonstrated commitment to equity, diversity and inclusion
- Experience executing successful programs and partnerships with and for a broad and diverse range of communities and stakeholders
- Comfort and skill with budget management
- Strong communication and presentation skills, and knowledge of social media and technology tools

This is a predominantly in-person role, with some remote work possible (approx. 2 days per week, depending on event and programmatic needs on site)

Salary Range: The salary range for this role is $120,000-$135,000 per year, depending on experience.

BENEFITS: All full-time employees of AIA New York and the Center for Architecture receive, after a 90-day evaluation period, a competitive benefits package including low or zero cost health, dental and vision insurance options, 3% 401k match, 15 days PTO per year in your first five years, 10 paid holidays, Summer Fridays, and the last week of the year off.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

- Work to be conducted primarily in office, however some work may be conducted remotely via technology.
- Some lifting (up to 30 lbs.). Long hours on computer keyboard. Prolonged periods of standing and/or walking.

APPLICATION INSTRUCTIONS: To apply, please send a cover letter and resume in PDF format to jobs@aiany.org. Please put the job title and your last name in the subject line of your email. No phone calls, please.