



**AIGA Minnesota**

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## AIGA Minnesota Job Description Director of Design Impact

### *Purpose of Position*

The Director of Design Impact will oversee Chapter programming, initiatives, and operations (“entities”) that serve to demonstrate, protect, or increase the value or impact of design as a professional craft, strategic tool, and vital cultural force. In doing so, the Director will strive to identify and interact with external (nonmember or non-designer) audiences which may currently be unaware of AIGA Minnesota or the broader design community or profession. These interactions will forge valuable connections and create opportunities for meaningful dialogue and the exchange of ideas. The Director will not necessarily run or micromanage the entities listed below. Rather, the Director will oversee the formation and smooth and continued operation of committees which, lead by their respective Associate Directors or committee Chairs, will actually produce programming, lead initiatives, or manage operations.

### *Responsible for overseeing the following entities*

1. Design Impact committee
2. Sustainable Design committee
3. AIGA Minnesota Design for Good initiative
4. AIGA Medal Award nominations and AIGA Minnesota Fellow Award program (in conjunction with the President)

### *General Responsibilities*

1. Help to recruit (in conjunction with the Director of Volunteers) and train Associate Directors (ADs)/Chairs, when necessary, for entities to provide continuity between changes in group leadership
2. Help to develop and oversee communications plans for all entities, in conjunction with the entities’ ADs/Chairs and the Director of Communications
3. Collect and archive necessary documents for all entities, in conjunction with the entities’ ADs/Chairs and the Chapter’s Archivist
4. Consistently update the Board on the progress of the entities’ committees and their activities, programs, and events
5. Ensure that committees are staying on track, following through to meet expectations and goals, and meeting deadlines
6. Serve as liaison between the entities listed above and Board or Chapter resources
7. Work in conjunction with the President to respond to egregious local or regional instances of spec work
8. Work hand-in-hand with Treasurer and entities’ ADs/Chairs to develop and adhere to program budgets and to present and approve expenditures
9. Actively coordinate timely communication between the entities and necessary contract-signing members of the Board (such as the Treasurer or the President)
10. Meet regularly with the President or Vice President to identify and create new Design Impact efforts that will meet the changing needs of the Chapter’s membership and to ensure that current Design Impact efforts reflect the actual needs of members
11. When needed, attend Programming Council meetings to interact with the Chapter’s Programming Directors and the Executive Committee to ensure that current Chapter



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programming meets Design Impact needs while being effectively produced, and to identify and help develop new Design Impact opportunities to present to the Board

12. Communicate regularly with members of the Programming Council to incorporate Design Impact efforts and goals into existing Chapter programming and to maintain the master programming calendar—ensuring that programs do not overlap and that the Chapter does not suffer from over-programming

### *Required Areas of Expertise and Work Experience (required)*

1. Minimum of 6 years experience in professional practice in design or related/affiliated field and have a long-standing interest in the impact of design as a profession and as a cultural force
2. Previous team or committee experience (in any capacity); must be a team player
3. Previous AIGA committee experience
4. Excellent interpersonal and written communication skills

### *Critical Knowledge and/or Skills (preferred)*

1. Established relationships and connections with various organizations and communities outside of AIGA Minnesota
2. Previous experience leading/working with volunteers
3. Previous non-profit board experience
4. Public speaking skills
5. Ability to multitask many different projects at once
6. Ability to manage conflict
7. Ability to motivate and align volunteers behind a shared vision

### *Teams & Resources*

1. Design Impact committee
2. Sustainable Design committee: oversee this committee's Associate Director
3. AIGA Minnesota Design for Good initiative: oversee this committee's Associate Director
4. AIGA Medal Award nominations: lead, in conjunction with the President
5. AIGA Minnesota Fellow Award Nominating Committee: participate, in conjunction with the President
6. Programming Council: participate and attend meetings when necessary

### *Powers, Nomination and Term*

1. **POWERS:** Voting member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated for consideration by the AIGA Minnesota nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the membership.
3. **TERM:** Two years, with option to reapply for second and third term. Not to exceed maximum of six consecutive years of (voting) Chapter board service.