

## AIGA Minnesota Job Description Director of Career Practice

### *Purpose of position*

This position will oversee Chapter programming efforts and initiatives that serve the Career Practice needs of membership segments in terms of their Career Stages (e.g. emerging, expert) and Career Specialties (e.g. in-house, solopreneur, UX). The Director will ensure that programs and initiatives generated for the benefit of these segments are developed in the Chapter's best interests, are open to all members, are sustainably produced and within budget. Further, the Director will ensure that programs align with Chapter objectives by offering benefits including inspirational, educational, and networking opportunities to the membership.

The Director will not run or micromanage the efforts of the Career Practice groups listed below. Rather, the Director will consult with the Associate Directors of Career Stages and Career Specialties as they oversee the formation of new or continued operation of existing committees that represent the Career Practice configurations of our membership. These committees, led by their respective Associate Directors, will actually propose and develop the initiatives and produce the programming.

### *The Director of Career Practice will supervise...*

*Associate Director of Career Stages who supervises...*

*Chair of Emerging Designers*

*Chair of Expert Designers*

*Associate Director of Career Specialties who supervises...*

*Chair of In-House Designers*

*Chair of Solopreneurs*

*Chair of UX Designers*

### *General Responsibilities*

- 1) Help recruit (with the Director of Membership) and train Associate Directors (ADs) for each Career Practice group, and provide continuity between changes in group leadership.
- 2) Support the recruitment and appointment of Chairs to lead committees within the Career Practice areas.
- 3) Oversee and approve community development and programming plans generated by the ADs, and consult with other Board members as needed.
- 4) Work with the ADs to develop communications and marketing plans, pre- and post-event surveys, and program summaries according to guidelines created by the Director of Communications and AD of Social Media.
- 5) Consistently update the Board on the progress of the Career Practice groups in achieving Chapter goals and implementing their initiatives and programs via monthly reports presented to and filed with the Board of Directors.
- 6) Ensure that Career Practice ADs are meeting member needs as well as Chapter expectations and goals, achieving communications deadlines and programming budgets, and integrating programming with other Chapter groups as appropriate.
- 7) Serve as liaison between the Career Practice groups and the Board, and help make connections between Career Practices and other Chapter resources.
- 8) Work hand-in-hand with the ADs to develop and adhere to program budgets and to present and obtain Executive Committee approval of expenditures.

- 9) Actively coordinate timely communication between Career Practice ADs and contract-signing members of the Board (such as the Treasurer or the President) when required.
- 10) Consult with the Directors of Membership to identify and form new Career Practice groups that will meet the changing needs of the Chapter's membership and to ensure that current Career Practice groups reflect the actual needs of members.
- 11) Work with the Director of Legacy Programming to incorporate Career Practice group needs into or merge with Chapter legacy events.
- 12) Meet regularly with Programming Directors and the Executive Committee (aka Programming Council) to ensure that all Chapter programming continues to meet member needs, while being effectively produced, and to identify and help develop new programming opportunities to present to the Board.
- 13) Work with Director of Legacy Programming and the Director of Programming Opportunities to maintain the master programming calendar, to ensure programs do not overlap and that the chapter does not suffer from over-programming.

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

- 1) Minimum 3 years experience in professional practice in design or related / affiliated field and have a long-standing interest in initiative development and programming
- 2) Previous team or committee experience (in any capacity); must be a team player
- 3) Previous AIGA committee experience

*Critical Knowledge and / or Skills (preferred)*

- 1) Previous experience leading / working with volunteers
- 2) Good communication skills
- 3) Previous non-profit board experience a plus

*Teams & Resources*

- 1) Career Practice groups: Oversee the Associate Directors of these groups.
- 2) Programming and Communication teams: Collaborate with regarding Career Practice activities.
- 3) Programming Council: Participate and attend meetings.
- 4) Director of Membership: Work with to identify potential new Career Practice groups and coordinate volunteer recruitment.
- 5) Director of Operations: Work with to coordinate Career Practice programming needs.
- 6) Director of Education: Work with to develop mentoring opportunities between Career Practice groups and students.

*Powers, Nomination, and Terms*

- 1) Powers: Voting Director member of the AIGA Minnesota Board of Directors.
- 2) Nomination: Nominated by any AIGA Minnesota member or self-nominated. Following application and interview, appointment to serve on the Board is by majority vote of the Board, followed by endorsement of Directors by the membership.
- 3) Term: Two years, with option to reapply for subsequent terms. Not to exceed maximum of six consecutive years of (voting) Chapter board service.