

## AIGA Minnesota Position Description

### Director of Operations

#### *Purpose of Position*

The purpose of the Director of Operations is to assess AIGA Minnesota's processes and policies and to guide the development of operational strategies that are in support of AIGA Minnesota's mission, aligned with chapter goals, and in the best interest of its membership.

The primary focus of the position involves the assessment of AIGA Minnesota's existing approaches to programming & initiatives, providing recommendations for further development of overarching goals for improving the landscape of membership, profit/expense metrics, and overall chapter growth and development across all facets. Additionally, the Director of Operations leads the development of processes and structures for analyzing trends and patterns, in order to more accurately assess what is effective and what could benefit from enhancements, across our chapter programming.

#### *General Responsibilities*

1. Collaborate closely with the Executive Committee to assess existing approaches to programming/initiatives on an ongoing basis and provide recommendations for further development of overarching goals for improving the landscape of membership, profit/expense metrics, and overall chapter growth and development across all facets
2. Lead the development of processes and structures for analyzing trends and patterns, in order to more accurately assess what is effective and what might benefit from enhancements, across our chapter programming.
3. Ensure AIGA Minnesota's strategies are in the best interest of the Chapter, its membership and aligned with Chapter goals.
4. Oversee and improve the operational systems, processes and policies in support of AIGA Minnesota's mission.
5. Develop and oversee resources to execute AIGA Minnesota's registration and survey needs through electronic systems and applicable website(s).
6. Oversee and collaborate closely with Associate Director(s) of Registration (Registrar) to ensure operational support is provided to Chapter committees and directors of programming in terms of event registration needs, reporting, surveys, and data archiving.
7. Serve as liaison with AIGA national chief operating officer and related support team
8. Participate in AIGA national discussion group (or network) as it relates to the development and improvement of AIGA Minnesota
9. Attend bi-monthly Programming Council (ProCo) meetings as needed

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

1. Minimum 5 years experience in professional practice in operations, design or related/affiliated field
2. Previous team or committee experience (in any capacity); must be a team player and self-starter

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

1. Previous experience leading/working with volunteers
2. Good communication and analytical skills
3. Previous AIGA committee or non-profit board experience a plus

#### *Teams & Resources*

1. President
2. Vice President
3. Programming Council/Directors of Programming & committee chairs
4. AIGA National
5. Director (s) of Development
6. Director of Interactive Management
7. Director of Communications
8. Non-AIGA resources
9. Associate Director(s) of Registration

*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.