



AIGA Minnesota

AIGA | the professional association for design

AIGA Minnesota Job Description **Associate Director of Design for Good**

Purpose of Position

To develop and nurture relationships across a broad range of Minnesota's sectors in order to promote involvement of designers in social problem-solving. To seek partnerships and collaborations with other organizations (design, civic, nonprofit and for-profit) for the purpose of broadening impact. To facilitate and nurture the relationship between AIGA Minnesota Chapter and the specific, assigned member segment(s) and/or program(s), based on area of responsibility. Understand and communicate member segment needs and expectations; ensure Chapter activities consider needs of respective member segment(s) as applicable. Ensure respective member segment programming activities are aligned with AIGA national initiatives as well as local Chapter purpose statement. Work with the Design for Good committee to empower members of the design community to become effective agents of change, to harness a collective commitment to improve social and economic conditions locally, and to enhance understanding of design thinking as a problem-solving tool in the larger community.

General Responsibilities

1. Responsible for hearing and understanding assigned area of member segment (what creates meaningful AIGA membership experiences, group needs, etc.)
2. Serve as Board Liaison to assigned member segment or program
3. Lead Chapter programming efforts within respective area of responsibility
4. Develop and recruit teams to execute programming activities as needed
5. Ensure program proposals are presented and approved at the board level according to all Chapter approval procedures
6. Lead segment/program research activities and ensure findings well-documented and copies housed at AIGA Minnesota office
7. Provide segment findings and recommendations to Chapter Board to ensure effective programs, communications and member growth/relations strategies
8. Ensure Admin, committee and in-kind and/or partner resources are well managed within each committee or team
9. Review Programming Resource Book in chapter workroom, as related to area of responsibility
10. Participate in AIGA national discussions as needed and/or maintain network of AIGA chapter program leaders as related to area of responsibility
11. Lead the Design for Good Advisory Board efforts and quarterly meetings; identify and recommend new members as necessary

Required Areas of Expertise and Work Experience (required)

1. Minimum 3 years experience in professional practice in design or related/affiliated field
2. Be an active member of the design community and/or have a long-standing interest in design processes and issues
3. Previous team or committee experience (in any capacity); must be a team player
4. Previous AIGA committee experience



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Critical Knowledge and/or Skills (preferred)

1. Previous experience in leading/working with volunteers and community outreach
2. Good communication skills
3. Good connections to one or more diverse areas of the community: the University of Minnesota, MCAD, the Citizen's League, Foundations, nonprofits, etc.

Teams & Resources

1. Director of Design Impact – work closely with director to ensure specific program objectives are aligned with AIGA national and local initiatives
2. Design for Good committee
3. Fellow Associate Directors – work as a team to share best practices, research, findings and strategic plans
4. Membership Director – communicate member segment findings to ensure that they are captured in greater membership initiatives; assist in Chapter activities measuring member satisfaction, as needed
5. Communications Director – work with communications team to recommend new and/or tailored communications efforts specific to segment group, based on findings and research
6. Chapter Directors – be available to Chapter Directors, volunteers and partners as needed

Powers, Nomination and Term

1. **POWERS:** Non-voting associate member of the AIGA Minnesota board of directors.
2. **NOMINATION:** Nominated by any AIGA Minnesota member or self-nominated; appointed to serve on the board by majority vote of the board.
3. **TERM:** 2 years, with option to reapply for additional terms.