



Executive Director | Position Profile

AIA Orlando and the Orlando Foundation for Architecture (OFA) seek a dynamic, strategic, and relationship-driven leader to serve as the shared Executive Director for both organizations.

This is a unique executive leadership opportunity overseeing two aligned but distinct non-profit entities: AIA Orlando, a 501(c)6 professional membership association serving architects and allied professionals; and the Orlando Foundation for Architecture (OFA), a 501(c)3 charitable organization dedicated to public education, scholarship, and community engagement in the built environment. The Executive Director serves as the chief staff executive for both entities, reporting to their respective Boards of Directors and working in close partnership with the AIA Orlando President and OFA Chair. In addition, this position will oversee daily operations of the recently-opened Orlando Center for Architecture and Design (OCAD).

The ideal candidate will bring demonstrated experience managing both a 501(c)6 membership organization and a 501(c)3 charitable foundation, with a strong understanding of governance distinctions, compliance requirements, fundraising strategy, and mission alignment between affiliated entities.

About the Organizations

AIA Orlando is the voice of the architectural profession in Central Florida. The chapter serves architects, emerging professionals, allied members, and firms by advancing design excellence, advocacy, professional development, and community engagement. As a component of the American Institute of Architects (AIA)—a three-tiered organization operating at national, state, and local levels—AIA Orlando supports members through continuing education, public policy advocacy, leadership development, awards programs, and strategic partnerships. With over 900 individual members, AIA Orlando is the one of the largest chapters in Florida and is governed by a twelve person board with a five person executive committee. The staff team of three operates remotely from the Orlando area. Members volunteer on committees and task forces to develop programs and services. Additional information is available at www.aiaorlando.com.

The **Orlando Foundation for Architecture (OFA)** is a charitable partner focused on public outreach, scholarships, design education, and community impact initiatives. The Foundation advances awareness of architecture and the built environment through lectures, exhibitions, grants, and programs that serve the broader public. Together, these organizations amplify the value of architects and design in shaping resilient, vibrant communities.

The **American Institute of Architects (AIA)**, with over 100,000 members in 200+ chapters around the world, inspires and empowers architects to improve society and transform the world. Through core values that center on being impactful, transformative, visionary, inclusive, and innovative, the AIA drives positive change through the power of design and focused activism. The AIA is a three-tiered organization operating at the national, state, and local levels. AIA Orlando is a local chapter/component of the AIA and is independently chartered and incorporated. The national organization is headquartered in Washington, DC and the statewide component, AIA Florida, is based in Tallahassee.

Position Overview

The Executive Director provides strategic leadership, operational oversight, and visionary direction for both organizations. This role requires a collaborative executive who can balance:

- Strategic planning and board partnership
- Operational management and fiscal stewardship
- Membership growth and engagement
- Fundraising and donor development
- Public advocacy and community presence
- Staff leadership and organizational culture

The Executive Director ensures alignment between the 501(c)(6) and 501(c)(3) entities while maintaining appropriate governance, financial, and operational distinctions.

KEY RESPONSIBILITIES

Both Organizations:

STRATEGIC LEADERSHIP AND GOVERNANCE

- Serve as chief staff executive for both AIA Orlando and OFA, and manager of OCAD.
- Partner with board leadership to develop and implement strategic plans.
- Provide timely, accurate reporting and policy guidance to both boards.
- Support governance best practices and board development.
- Ensure compliance with AIA National and AIA Florida component requirements.

FINANCIAL MANAGEMENT AND OPERATIONS

- Develop and manage annual budgets for both organizations.
- Oversee financial reporting, audits, tax filings (IRS 990), payroll, insurance, and contracts.
- Ensure clear financial separation between 501(c)6 and 501(c)3 activities.
- Identify long-term financial sustainability strategies.

STAFF LEADERSHIP AND CULTURE

- Recruit, supervise, mentor, and evaluate staff.
- Foster a collaborative, inclusive, and high-performing workplace culture.
- Align staff capacity with strategic priorities.
- Ensure operational continuity during staff transitions.

EXTERNAL RELATIONS AND COMMUNICATIONS

- Serve as a primary spokesperson for both organizations.
- Represent AIA Orlando and OFA with civic leaders, media, universities, and allied groups.
- Elevate public awareness of architecture's role in resilient and sustainable communities.
- Support clear, consistent member and donor communications.

AIA Orlando:

ADVOCACY AND PUBLIC POLICY

- Advance the profession through strategic advocacy efforts.

- Monitor local and regional policy issues affecting architects and the built environment.
- Collaborate with AIA Florida, AIA National, and allied organizations.

MEMBERSHIP GROWTH AND ENGAGEMENT

- Develop and execute membership recruitment, retention, and reinstatement strategies.
- Support knowledge communities, committees, and leadership development initiatives.
- Foster engagement of emerging professionals and future leaders.

PROGRAMS AND REVENUE DEVELOPMENT

- Oversee continuing education, signature events, sponsorship programs, and awards.
- Identify and cultivate non-dues revenue streams and strategic partnerships.
- Ensure programs align with member value and strategic priorities.

Orlando Foundation for Architecture:

FUNDRAISING AND DEVELOPMENT

- Develop and implement a comprehensive fundraising strategy.
- Cultivate individual donors, major gifts, sponsorships, grants, and planned giving.
- Support fundraising events and campaigns.
- Drive membership growth of a support for the non-profit.

COMMUNITY IMPACT AND PUBLIC OUTREACH

- Advance public education initiatives and scholarship programs.
- Strengthen community partnerships and visibility.
- Position the Foundation as a trusted voice in design and the built environment.

COMPLIANCE AND STEWARDSHIP

- Ensure adherence to charitable governance standards and donor intent.
- Oversee grant management and scholarship administration.
- Maintain financial transparency and accountability.

QUALIFICATIONS

Required Experience

- Bachelor's Degree.
- Minimum of five years of senior leadership experience in non-profit or association management.
- Demonstrated experience managing a 501(c)(6) membership organization and/or a 501(c)(3) charitable foundation.
- Proven financial management and budget oversight.
- Experience working closely with volunteer boards.

Preferred Credentials

- Certified Association Executive (CAE) or similar credential.
- Experience within architecture, design, construction, or allied professional fields.
- Fundraising and donor cultivation success.
- Experience in advocacy or government relations.

KNOWLEDGE, SKILLS AND ATTRIBUTES

- Strategic thinker with strong business acumen.
- Skilled communicator—public speaking, writing, and interpersonal engagement.
- Politically savvy and diplomatically persuasive.
- High emotional intelligence and collaborative leadership style.
- Ability to manage multiple priorities in a dynamic environment.
- Commitment to justice, equity, diversity, and inclusion.
- Transparent, ethical, and accountable leadership approach.

POSITION DETAILS

- Full-time, exempt position.
- Evening and occasional weekend work required.
- Regional and national travel expected (AIA Florida and AIA National events).

THE IDEAL CANDIDATE IS:

- A strategic operator who can move seamlessly between governance, finance, and community engagement.
- A relationship-builder who inspires volunteers, members, donors, and staff.
- Comfortable balancing the distinct but complementary missions of a 501(c)(6) and 501(c)(3).
- Passionate about the built environment and architecture's role in shaping resilient communities.

RECRUITING COMPENSATION RANGE:

The base salary will be commensurate with education/experience and knowledge/skills/abilities, within the anticipated range of \$95,000-\$120,000. The compensation package will include competitive benefits.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

AIA Orlando provides equal employment opportunities (EEO) to all employees and applicants for employment, without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.

OTHER DUTIES:

Candidates must be willing to undergo a background check including legal, educational, driving, credit, employment records, etc. This position description does not cover or contain a comprehensive list of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time, with or without notice.

AIA Orlando has engaged an organizational management consultancy, The Three Aspens, Ltd., to assist with this executive search. Inquiries and nominations should be directed (confidentially) to Helene Combs Dreiling, FAIA via e-mail at helene@theplumstudio.com.

To be considered, applicants must submit a customized letter of interest and resume/curriculum vitae to Helene Dreiling at helene@theplumstudio.com by 5:00 pm EDT on May 15, 2026.