SOUTHEAST CHAPTER DIRECTOR

Reports to: Chapter President and Board of Trustees
Status: Full-Time, Exempt
Location: Metro-Atlanta based; regional and occasional national travel required. This is a fully remote position with no central physical office location.

About the Southeast Chapter

The Institute of Classical Architecture & Art's Southeast Chapter advances the practice, understanding, and appreciation of classical architecture, traditional design, craftsmanship, and the built environment throughout Georgia, Alabama, Tennessee, Mississippi, and South Carolina. Through education, awards, fellowships, publications, tours, lectures, and community engagement, the Chapter serves architects, designers, builders, artisans, students, patrons, and enthusiasts across the region.

The Southeast Chapter is guided by a recently completed Strategic Plan focused on expanding impact, strengthening member and donor engagement, and building long-term organizational sustainability. Supported by an active Board of Trustees, dedicated volunteers, and a growing network of members and partners, the Southeast Chapter continues to strengthen its role as a leading voice for classical architecture and design throughout the Southeast.

Purpose

The Southeast Chapter Director serves as the senior staff leader and chief administrator of the Southeast Chapter. Working in partnership with the President, Board of Trustees, staff, independent contractors, and volunteer committees, the Chapter Director is responsible for advancing the Southeast Chapter's mission through effective operations, fundraising, communications, membership engagement, and program delivery.

The Chapter Director provides leadership and oversight for the day-to-day operations of the organization while supporting implementation of the Strategic Plan and other priorities established by the Board of Trustees Strategic direction, fiduciary oversight, and governance remain the responsibility of the Board of Trustees.

This position requires a balance of strategic thinking and hands-on execution. Operating within a lean staff structure, the Chapter Director is responsible for building organizational capacity, strengthening member and donor engagement, supporting high-quality programs, and ensuring the systems, relationships, and resources necessary to sustain and grow the Southeast Chapter's impact throughout the Southeast region.

Opportunity

The Southeast Chapter is entering an important period of growth and organizational development. With a recently completed Strategic Plan, an engaged Board of Trustees, established programs, and increasing regional visibility, the Southeast Chapter is well-positioned to expand its impact and strengthen its long-term sustainability.

The Chapter Director will play a central role in implementing the Strategic Plan, strengthening operations, expanding fundraising efforts, deepening member engagement, and supporting the long-term success of the Chapter.

Year-One Priorities

In the first year, the Chapter Director will focus on four key priorities:

- Strengthening the execution of the Strategic Plan within the Committees
- Build more consistent fundraising, sponsorship, and donor stewardship systems
- Continue to strengthen operations, communications, and financial processes
- Expand high-quality programming and partnerships across the region

Evidence of Success

Success in this role will be demonstrated through:

- Growth in membership engagement and retention
- Growth in sponsorship, donor, and fundraising revenue
- Successful implementation of Strategic Plan priorities
- Delivery of high-quality programs and events
- Strong operational, financial, and administrative systems
- Effective support of the Board of Trustees and Committee leadership
- Increased visibility and impact of the Southeast Chapter throughout the Southeast region

Key Responsibilities

Strategic Leadership and Board Partnership

- Lead implementation of the chapter's four-year strategic plan in collaboration with the Board of Trustees.
- Translate strategic priorities into annual work plans and monitor progress toward established goals.
- Recommend strategies, partnerships, and initiatives that advance the Southeast Chapter's mission and strengthen its regional presence.
- Support the Chapter President and Board of Trustees in maintaining strong governance practices, organizational accountability, and effective decision-making.

- Prepare Board of Trustees meeting materials, including agendas, reports, financial summaries, strategic plan
  updates, and supporting documents.
- Attend Board of Trustees and committee meetings, provide staff updates, support discussion as appropriate,
  and ensure follow-through on action items.
- Support Board of Trustees recruitment, orientation, onboarding, and engagement in partnership with Southeast Chapter leadership.
- Participate in ICAA National Chapter Director meetings and College of Chapters activities.

Operations, Administration & Financial Management

- Oversee daily operations, administrative systems, records, databases, workflows, and reporting processes.
- Supervise the Program Coordinator and key independent contractors, establishing clear expectations and accountability.
- Manage contracts, invoices, vendor relationships, and administrative processes.
- Work with the Treasurer and bookkeeper to monitor budgets, financial reporting, compliance, and event finances.
- Plan the annual Board of Trustees retreat with the Executive Committee and maintain systems that support organizational growth and effectiveness.
- Create an annual Southeast Chapter audit, and report to ICAA National

Programs, Membership & Committee Coordination

- Lead planning and execution of the Southeast Chapter's annual calendar of programs, events, educational
  offerings, and awards activities.
- Supervise the Program Coordinator in collaborating with committees, volunteers, speakers, sponsors, and venues to deliver high-quality programs.
- Support committee chairs and volunteer leaders in advancing annual objectives aligned with the Strategic Plan.
- Monitor participation, attendance, budgets, and feedback to evaluate program effectiveness and identify opportunities for growth.
- Strengthen member engagement and serve as a liaison among committees, staff, contractors, and the Board.

Development & Fundraising

- Lead the Chapter's fundraising and sponsorship efforts in partnership with the Board, helping establish and achieve annual revenue goals.
- Develop systems and processes that support fundraising, donor engagement, and revenue tracking.

- Work with Board of Trustees members to identify prospects, cultivate relationships, and support donor and sponsor outreach.
- Prepare sponsorship materials, grant proposals, donor communications, and impact reports.
- Expand and diversify revenue sources while serving as an ambassador for the Southeast Chapter.

Communications & External Relations

- Oversee Southeast Chapter communications, marketing, and public-facing messaging.
- Review and support newsletters, website content, event promotions, social media, and sponsor communications.
- Ensure consistent communication with members, donors, sponsors, and community partners.
- Represent the Southeast Chapter and strengthen its visibility throughout the Southeast.

Who Will Thrive in This Role

The ideal candidate is a mission-driven leader who is equally comfortable with strategy and execution. This individual brings strong nonprofit leadership experience, sound judgment, organizational ability, and a demonstrated capacity to build productive relationships with members, donors, volunteers, sponsors, and community partners.

Desired Experience & Skills

- Minimum of five years of leadership experience in a nonprofit, membership-based, cultural, educational, design-related, or mission-driven organization.
- Demonstrated ability to serve as a senior staff leader with responsibility for operations, programs, fundraising, communications, and Board of Trustees support.
- Demonstrated organizational, project management, and administrative skills with the ability to manage multiple priorities and deadlines.
- Proven experience managing budgets, reviewing financial reports, tracking revenue and expenses, and supporting sound financial decision-making.
- Experience with fundraising, sponsorship cultivation, donor stewardship, grant writing, annual giving, or contributed revenue development.
- Demonstrated ability to lead staff, contractors, volunteers, committees, and stakeholder relationships.
- Exceptional written and verbal communication skills.
- Proficiency with Microsoft 365, including Outlook, Word, Excel, PowerPoint, Zoom, and related administrative tools.
- Comfort using databases, CRM systems, project management platforms, email marketing tools, and other digital systems.

- Availability to attend evening and weekend events, programs, meetings, and donor/member activities throughout the region.
- Passion for the Southeast Chapter's mission and an appreciation for classical architecture, design, education, preservation, craftsmanship, and the built environment.

Work Environment & Schedule

This is a full-time, exempt position. The Chapter Director should be based in Metro-Atlanta and available for evening and weekend work for chapter activities throughout the Southeast region, along with periodic travel to New York City for ICAA National events

Salary Range: Commensurate with experience and qualifications.

To Apply

Interested candidates should submit a resume, cover letter outlining their interest and qualifications, and completed application to:

Charlie Sears, Secretary, ICAA Southeast
charlie@landplusassociates.com