

Position title: Community Design Director
Reports to: Executive Director and Managing Director of Operations

The *Boston Society of Architects (BSA)* is a membership organization dedicated to supporting and promoting the profession of architecture and the critical value of design in the built environment. The *BSA Foundation (Foundation)* is an education organization dedicated to increasing public awareness of design excellence to build stronger communities. Together they work to build a better Boston by engaging communities, inspiring vision and provoking positive change. The staff is vital to the organizations' success.

All staff members share the following core responsibilities:

- Provide outstanding service and ensure a welcoming culture for members, allies and guests.
- Answer basic questions about benefits, services and programs. Provide member care and customer service responses to frequently asked questions.
- Advocate for and communicate the importance of “design matters.”
- Stay current on developments in architecture and your areas of responsibility.
- Maintain a flexible and collaborative attitude, working with other staff on projects, events, duties and assignments as required.

The Community Design Director (CDD) is responsible for the strategic goal of providing access to design resources for every neighborhood in Boston by 2030. The CDD identifies and develops strategies and tactics to engage communities, architects/designers and professional teams to bring resources to neighborhoods. They participate in researching and implementing projects, including mobilizing partners and BSA members to engage communities and the public in the use of design skills to solve their community challenges. The CDD works with the communications team to broadly share our community design agendas, develop and manage the community design budget, and work with the Institutional Advancement team to assist in raising funds to carry out these efforts.

Major Responsibilities

Community Design Leadership

- Develop and implement the community design agenda for the BSA Foundation and BSA including helping to prioritize achievable goals and performance measures.
- Build and manage well-designed, well-defined programs promoting community design that integrates the AEC, legal, development groups, and local communities around Greater Boston. Programs may include community design/build projects, charrettes, design workshops, and competitions.
- Build and manage tools that empower communities and individuals to develop design skills that help them solve their community challenges.
- Work with the Community Design Committee (or appropriate committee), the BSA Foundation Board, and staff to conduct and oversee community design.
- Represent and when appropriate, build and nurture multi-organizational alliances and partnerships on priority issues and maintain and build the organization's reputation as a convener.
- Work with the Public Policy Director and Executive Director to lead the development and management of relationships with key public, government, nonprofit and community officials and partners.

Communication

- Work with communications team to spearhead multi-media public awareness campaigns with the aim to extend the impact of the community design agenda. This includes drafting or editing press materials, background memos, e-communications, social media, website and other communications forms. This may also include working with the Design Director on exhibitions, and the AB editor on magazine issues that promote community design agendas.
- Work with communications and membership teams to increase Membership awareness and participation in community design agenda.
- Work with the Institutional Advancement team to support fundraising efforts including the pursuit of grants, collateral development and meeting donors.
- When appropriate consult on the development of ABX, committee and professional and public programing development that advance the community design agenda.

Management and supervision

- Where necessary, directly recruit, train and supervise interns, volunteers and staff engaged in the community agenda.
- Develop and maintain relationships with community design staff (including SDAT and RUDAT) and communications staffs at AIA National, AIA Massachusetts and other affiliates and partners.
- Prepare regular reports for the executive director to be shared with the Board of Directors and Board of Trustees on community design initiatives, advocacy and actions.
- Participate in developing and managing the budget for community design.
- Assist with fundraising activities

Independent Action:

Reporting directly to the Managing Director of Operations and the Executive Director or designee and working closely with other directors and staff, this person works independently and with others. The CDD manages outside partnerships, consultants and oversees staff and volunteers on specific projects. CDD will serve as a spokesperson for the organization on community design issues.

Minimum Requirements:

This position requires a commitment to the impact architecture/design has on building communities and the mission of the BSA and BSA Foundation. Candidates must have a working knowledge and a broad understanding of architecture and urban design issues and a background in organizing professional work in communities. Professional experience in community design, urban design and architecture, coalition building, engaging public and communities in design, or related field is necessary. Demonstrated skill in proactively building relationships with diverse audiences including design professionals, community leaders and partners, public officials, media and the public is essential. A willingness to work beyond normal 9-5 hours and to travel as necessary is important. Excellent writing, design and speaking skills are crucial to success. A substantive knowledge and understanding of architecture, urban design and planning is a plus. Strong interpersonal and business skills, and knowledge of Microsoft Office is required. This position calls for a strategic thinker who is also able to handle details and financial management. This position requires a commitment to diversity and a personal approach that values the individual and respects differences of race, ethnicity, age, gender, sexual orientation, gender identity, religion, ability and socio-economic circumstance.

If you believe you are qualified and would like to pursue this position, answer the following questions in an email addressed to jobs@architects.org.

Your responses to the questions should be embedded in the body of the email. Resumes must be attached in a Word or PDF file. Spelling and grammar count! Please respond by December 15. No phone calls, please.

1. Why do you want to work for the BSA?
2. Please describe your qualifications for this position.
3. Please describe your experience working in a member- or customer-facing role.
4. Please describe a significant operational or organizational challenge you have encountered, and how you addressed or resolved it.