



Chief Operating Officer

Organizational Overview

The Boston Society for Architecture (“BSA”), which includes the Boston Society of Architects (“BSA/AIA”) and the BSA Foundation (“Foundation”), is a membership and community nonprofit organization committed to advancing architecture, creating a healthy environment, and building equitable communities for everyone in Eastern Massachusetts. At 4,500 members, the BSA/AIA is the 2nd largest local chapter of the American Institute of Architects (AIA) in the country dedicated to supporting and promoting the profession of architecture and the critical value of design in the built environment. The BSA Foundation uses the fundamental blocks of architecture and design to help communities address their challenges by providing access to design resources, ensuring access to design education, and empowering neighborhoods by visualizing design solutions to address inequities and injustice, and the effects of climate change. Collaboratively, these entities work to build a better Boston by engaging communities, inspiring vision, and provoking positive change.

The BSA, which has a \$4 million operating budget and eighteen staff members, has been led since 2013 by Eric White, the organization’s Executive Director, who has a dual reporting relationship to the BSA and Foundation Boards of Directors. The Chief Operating Officer (“COO”) and the Chief Business Development Officer report directly to the Executive Director. Collectively the three individuals comprise the organization’s senior leadership team.

Position Overview

With seven direct reports collectively responsible for ten staff members, the COO is responsible for the management and oversight of the day-to-day operation of the BSA, which includes the following core functions: program development and management; public policy and education; finance and accounting; and human resources. In addition, as a member of the senior leadership team, the COO is intimately involved in establishing and achieving institution-wide strategy, priorities, goals, and objectives.

Specific Responsibilities

Executive Leadership

- Work collaboratively with the Executive Director, the Chief Development Officer, and the BSA boards to develop the organization’s strategic direction and communications.
- Coordinate the execution of the BSA’s four strategic initiatives: Advancing Architecture, Equity and Justice, Environment, and Community.
- Set comprehensive goals for performance and growth for the organization and the COO’s direct areas of responsibility as well as evaluate institution-wide performance by establishing, analyzing, and interpreting data and metrics.
- Be the institutional champion for diversity, equity, and inclusion, ensuring that the BSA’s external programs and internal policies and practices are forward looking.

- Work with the Executive Director, the BSA/AIA President, and the BSA Foundation Chair to coordinate and manage the BSA committees, task forces, and programs.
- Serve as an adviser to the Executive Director and keep him informed in all matters of importance.
- Develop and maintain relationships with staff at the American Institute of Architects (AIA) National, AIA Massachusetts, and other affiliates and partners.

Program Development and Management

- Support the BSA's program managers to develop a comprehensive suite of programs and ensure that daily operations are efficiently and effectively run.
- Ensure that program quality is evaluated regularly and that program modifications are made when needed.
- Provide support, when needed, to manage relationships with partners and vendors.

Public Policy and Education

- Work with the Executive Director and Policy Director to establish and deliver on an annual policy agenda aligned with Board expectations.
- Deliver regular reports to the Executive Director and the Board of Directors on community design initiatives, advocacy, and actions.

Human Resources

- Serve as the primary human resource representative for the BSA, working collaboratively with the Controller and consultants.
- Develop and implement all human resource policies and procedures, including but not limited to hiring, training, staff evaluation, and correction action.
- Supervise and lead all direct reports to encourage maximum performance and dedication.

Finance and Accounting

- Oversee the Controller who is responsible for accounting and office operations.
- Establish, institute, and regularly evaluate the effectiveness of the BSA policies and procedures to promote cohesive company-wide culture and practices.
- Oversee the development and analysis of the BSA budgets and financial reports.

Skills and Experience

- Strong senior level leadership skills at an organization of similar size and reach with the ability to oversee and positively impact internal operations.
- A self-motivated, entrepreneurial spirit with a flexible mindset and comfort with ambiguity; a jack of all traders who can adapt business practices to the BSA's unique culture and climate.
- Well-developed strategic planning and project management skills to construct cohesive plans and deliver on the BSA's strategic initiatives in a focused, efficient, and organized manner.
- Well-versed in human resource policies, practices, and procedures to grow and support a robust human resource function for the BSA.

- An empathetic, approachable, and supportive manager of people, a teambuilder who has managed staff across multiple disciplines.
- A consummate professional, who can be a partner with the Executive Director, the Board of Directors, and leadership staff to drive institution-wide performance.
- A commitment to and experience with diversity, equity, and inclusion, with the ability to build bridges and work with people of different races, ethnicities, ages, genders, sexual orientation, gender identity, religion, ability and socio-economic, as well as demographics, psychographics, and institutional cultures.
- Passion, enthusiasm, and sensitivity for architecture, design, the built environment, and/or the creative arts, along with an understanding of the impact architects, architecture, and design have on building communities.
- Strong verbal and written communication skills, with the ability to build relationships with diverse audiences such as design professionals, community leaders and partners, public officials, the media, and the public.
- Knowledge of accounting, budgeting, and financial practices.
- Comfort with databases, software, and the technology platforms associated with membership organizations.

Application Process and Additional Information

Candidates must include a resume and a cover letter that describes how their qualifications and experience match the needs and mission of the BSA, along with salary requirements. Applications will be accepted until the position has been filled. Upload required documents to:

<https://eotransitions.applicantpool.com/jobs/>. Salary is commensurate with experience and within the framework of the organization's annual operating budget. The BSA is an Equal Employment Opportunity and Affirmative Action Employer which strongly encourages applications from candidates from diverse races, backgrounds, genders, and cultures.