

### **Consulting Executive Director for Non-profit**

The San Diego Chapter of the American Society of Landscape Architects (ASLASD) is a nationally recognized, non-profit affiliate chapter of the national American Society of Landscape Architects (ASLA) organization representing and supporting the profession of Landscape Architecture. ASLASD seeks a contracted Executive Director to manage day to day operations of the Chapter in coordination with the Chapter's elected, volunteer Board of Directors (BOD) comprised of 13 board members and seven committee chairs.

Headquartered in San Diego, ASLASD services a membership of 200+ members located in the greater San Diego County region. The Chapter facilitates social, fundraising, and professional development programs for its membership and raises money through generous contributions from corporate sponsors. The Executive Director will manage all activities related to chapter administration, program administration, and sponsorship administration.

The ideal candidate is self-motivated and engaging with a passion for working with people. The Executive Director will be working with the Chapter board of directors on a nearly daily basis and will have regular interactions with Chapter membership and sponsors. The Executive Director will report directly to the sitting Chapter President.

### **Responsibilities**

#### **Administrative Management**

- Answer and respond to phone calls, emails, and occasional fax transmissions
- Maintain internet and phone service necessary for Chapter management
- Assist with facilitation of monthly Chapter BOD meetings and Chapter membership meetings
- Manage incoming and outgoing communications with ASLA National
- Manage and prioritize workload and responsibilities
- Manage Chapter archives and storage unit
- Facilitate Chapter BOD election process on an annual basis
- Maintain Chapter Bylaws and Policies
- Coordinate legislative efforts with ASLA and California Council of ASLA (4 California affiliate chapters)

#### **Sponsorship Administration**

- Maintain Chapter sponsor roster
- Work with Chapter President-Elect to coordinate and facilitate annual fundraising drive
- Manage sponsor activities throughout the year

#### **Membership Administration**

- Assist VP of Membership with Chapter membership roster
- Assist VP of Membership with tracking current, lapsed, and new memberships
- Coordinate Chapter membership milestone announcements in Chapter newsletter

#### **Chapter Communications**

- Assist VP of Communications, Visibility, and Public Affairs with monthly website updates

- Assist VP of Communications with management and facilitation of monthly virtual newsletter
- Assist VP of Communications with coordinating efforts of hired Public Relations contractor

#### **Financial Management**

- Manage all Chapter financials in QuickBooks
- Work with Chapter Treasurer to manage and process all payable and receivable accounts
- Manage Chapter bank accounts and certificates of deposit
- Assist with preparation of monthly profit/loss reports
- Assist with preparation of year-end financial reporting
- Coordinate end of year tax filings and insurance policies

#### **Legislative Management**

- Work with the National ASLA and CCASLA staff and board members to track and distribute information regarding state and federal legislation that is pertinent to the Landscape Architecture profession

#### **Event Management**

- Maintain Chapter calendar of events
- Coordinate logistics of all chapter events including venues, vendors, guests, and equipment
- Manage event reservations process through EventBrite or similar event website
- Assist key board members and committee chairs with planning of events
- Prepare all event communications both in mail and email form
- Serve as Chapter host for all Chapter events via in-person attendance and assisting chapter board members and committee chairs with facilitating events

#### Typical Annual Chapter Events:

- Annual Chapter Kickoff Event
- Membership Programs/Educational Events
- Lecture Series
- Tracy Morgan Hollingworth Community Grant Stewardship Events
- Emerging Professional Committee (EPC) events
- Design Awards (biannual)
- Annual Golf Tournament to benefit the Tracy Morgan Hollingworth Community Grant
- Annual Meeting/Holiday Gala

#### **Time Commitment and Compensation**

The Executive Director position will require 70-80 hours of contracted monthly labor. Candidate shall propose hourly rate for monthly contracted hours. Final hourly rate and compensation will be subject to negotiation between Chapter and candidate.

#### **Apply**

Position available immediately and will remain open until filled.

Email a cover letter, resume, and proposed compensation and hourly rate(s) to Jacqueline Higgins, ASLA SD past president at: [jackie@c2cld.com](mailto:jackie@c2cld.com) and Kathryn Kanaan, ASLA SD President at: [kathryn@kda-landscapearchitects.com](mailto:kathryn@kda-landscapearchitects.com)