

Membership Director, AIGA Arizona

Positions Report to: Treasurer

Start/End Date: July 2024 - June 2026

Hours: 8-10hrs per week

OUR ORGANIZATION:

Founded in 1914 as the American Institute of Graphic Arts, AIGA is now known simply as “AIGA, the professional association for design.” In 1989, the Arizona chapter was formed to serve the entire community of professionals across the state. AIGA Arizona’s mission is to nurture creative curiosity and use programming, resources and mentorship to empower the voices in our community to create a lasting impact. We recognize diversity through professional backgrounds, years of practice, areas of professional experience, economic level, cultural background, age, ethnicity, place of origin, sexual orientation, gender identity, and cognitive and physical abilities.

AIGA is the profession’s oldest and largest professional membership organization for design—with more than 70 chapters and more than 18,000 members—we build programming to help improve design ability. We connect with complementary disciplines of creativity and expression. We prioritize social impact. And we promote community excellence. We provide resources and access to all creative professionals within our state and make sure that underrepresented communities have a seat at our table. Because to us, it’s not about where you came from. Or what awards you’ve won. It’s about using creativity to make a difference exactly where you are.

For more information about AIGA Arizona, please visit us at <https://aigaaz.org>.

THE ROLE:

Membership Director aims to maintain and grow the local membership through awareness, recruiting and encouraging the involvement of members. The Membership Director serves as the voice of the membership on the Board, advocating for the design community’s wants and needs.

WHAT YOU WILL ACCOMPLISH:

- Establishes ways to increase membership
- Educates Board members on how to speak about the value of membership
- Contacts new members and members whose memberships are due to lapse, on a monthly basis
- Works with the Communications team to develop and produce the Membership Welcome Kit, Membership Email, and Member benefits
- Connects with organizations, both design and non-design related, to increase the chapter’s visibility
- Recommends non-AIGA events for Board members to attend as a representative of the chapter
- Plan and execute member-only programming and content

WHO SHOULD APPLY:

- Individuals who thrive on building and fostering community
- Persons who are outgoing and extroverted, who will be the face of AIGA Arizona membership
- You regularly attend local events and are connected in the community

HOW TO APPLY:

We are very excited to review your application. Please follow the steps below and you should hear from our team within 72 hours to confirm receipt. All documents should be submitted to apply@arizona.aiga.org. Any questions can be directed to president@arizona.aiga.org.

1. **Letter of Intent:** please submit a one page letter of intent explaining why you are interested in the role and what makes you particularly qualified for the position.
2. **Current Resume and Contact Information**
3. **Two professional reference statements:** may be current or former supervisors or colleagues.
 - a. This is a 200-400 word minimum statement that speaks to the skills required for the role, and why the candidate is a fit.
4. **Completed Tasks:**
 - a. List of up to 3 recently completed (within the last 2-3 years) tasks, assignments, positions, etc. that you would be relevant to this particular position. Please include a brief description of each and how that experience may be relevant to this position.