



Director of Operations

AIGA New Mexico

The purpose of the Director of Operations is to assess AIGA New Mexico's processes and policies and to guide the development of operational strategies that are in support of AIGA New Mexico's mission, aligned with chapter goals, and in the best interest of its membership.

The primary focus of the position involves the assessment of AIGA New Mexico's existing approaches to programming & initiatives, providing recommendations for further development of overarching goals for improving the landscape of membership, profit/expense metrics, and overall chapter growth and development across all facets. Additionally, the Director of Operations leads the development of processes and structures for analyzing trends and patterns, in order to more accurately assess what is effective and what could benefit from enhancements, across our chapter programming.

General Responsibilities

- Collaborate closely with the Executive Committee to assess existing approaches to programming/initiatives on an ongoing basis and provide recommendations for further development of overarching goals for improving the landscape of membership, profit/expense metrics, and overall chapter growth and development across all facets
- Lead the development of processes and structures for analyzing trends and patterns, in order to more accurately assess what is effective and what might benefit from enhancements, across our chapter programming
- Ensure AIGA New Mexico's strategies are in the best interest of the Chapter, its membership and aligned with Chapter goals
- Oversee and improve the operational systems, processes and policies in support of AIGA New Mexico's mission
- Develop and oversee resources to execute AIGA New Mexico's registration and survey needs through electronic systems and applicable website(s)
- Ensure operational support is provided to Chapter committees and directors of programming in terms of event registration needs, reporting, surveys, and data archiving.
- Serve as liaison with AIGA national chief operating officer and related support team
- Participate in AIGA national discussion group (or network) as it relates to the development and improvement of AIGA New Mexico

- Attend Programming Council meetings as needed

Areas of Expertise and Work Experience (Required)

1. Minimum 5 years experience in professional practice in operations, design or related/affiliated field
2. Previous team or committee experience (in any capacity); must be a team player and self-starter

Critical Knowledge and/or Skills (Preferred)

1. Previous experience leading/working with volunteers
2. Good communication and analytical skills
3. Previous AIGA committee or non-profit board experience a plus

Teams & Resources

1. President
2. Vice President
3. Programming Council/Directors of Programming & committee chairs
4. AIGA National
5. Director of Development
6. Director of Interactive Management
7. Director of Communications
8. Non-AIGA resources
9. Associate Director of Registration

Powers, Nomination and Term

1. **POWERS:** Voting member of the AIGA New Mexico board of directors.
2. **NOMINATION:** Nominated by any AIGA New Mexico member or self-nominated for consideration by the AIGA New Mexico nominating committee; appointed to the slate by the nominating committee; ratified to serve on the board by majority vote of the Board of Directors.
3. **TERM:** 2 years, with option to reapply for second and third term. Not to exceed maximum of 6 consecutive years of (voting) Chapter board service.