

Vice President of Outreach

Reports to: President and Board of Directors

Prerequisites:

1. Must have served on the current Board, as a City Center Director, or as a committee member at the City Center level.
2. Must be an IIDA member in good standing.
3. Willingness to serve a two-year term. The IIDA term goes from July 1st to June 30th.

Job Description:

1. Work closely with the VP of Advocacy, sharing responsibilities as required and guide City Center Outreach and Advocacy committees as a team.
2. Responsible for coordinating chapter wide efforts within each city center for the 3 pillars of Outreach; Sustainability, Education, and Community.
3. Responsible for developing and maintaining Chapter relationships with outside organizations, including philanthropic endeavors, community groups, and other design associations. This includes developing and executing any Chapter wide Equity, Diversity, and Inclusion initiatives.
4. Work closely with the VP of Communication & VP of Public Relations to keep resources and information updated on our website to support executing initiatives within our 3 pillars of Outreach.
5. Responsible for raising awareness about the interior design profession within and outside of industry.
6. Perform other duties as requested by the President or the Board of Directors.

Committees:

City Center Outreach Committee
Zero Landfill Committee
City Center Advocacy Committee (coordinate)

Responsibilities:

1. Outline yearly Chapter philanthropic mission and deliverables.
2. Spearhead all five city center outreach committee members to work toward common Outreach initiatives.
3. Work with design firms, industry firms, and local schools to advance EDI effort in exposing individuals of all backgrounds to the interior design profession.
4. Interface with IIDA HQ and Equity Council with regards to national and local EDI efforts.
5. Create and maintain resources and learning opportunities regarding EDI, Sustainability, and general education for the promotion of the field of Interior Design.
6. Assist City Centers in coordinating philanthropic, education based, and community based programs all with a focus on promoting the field of Interior Design.
7. Apply for IIDA Headquarters grants.
8. Work with City Center Outreach Coordinators.
9. Increase public awareness of the profession and of the organization.
10. Represent the Chapter at professional events.
11. Attend City Center & Committee events as often as possible.
12. Prepare the annual budget for VP of Outreach and submit by the determined date to the Chapter President.
13. Adhere to IIDA Ohio Kentucky Chapter Policy & Procedures.
14. Maintain good records that can be passed on to the next person in position including an organized Google Drive Folder and Inbox.

15. Maintain open communication with IIDA Headquarters and City Center Committee members as required.
16. Prepare updates for monthly Chapter conference calls, quarterly meetings, quarterly VP reports, and prepare goals for the Chapter Board retreat (July).
17. Two year commitment with the following time requirements:
 - a. Monthly chapter conference calls (60 minutes), generally first Tuesday of every month from 8:00am-9:00am.
 - b. Attendance at strategic planning annual chapter retreat (4 days), generally Thursday - Sunday the third week in July.
 - c. Attendance and participation at three quarterly chapter meetings per year (2 days), generally from 3PM Friday to 4PM Saturday;
 - d. Host monthly committee meetings with all five city centers, generally one conference call per month (30 - 60 minutes) and time necessary to support the position.

Benefits:

1. Develop a Chapter-wide network of community contacts.
2. Contribution to the advancement of the interior design profession and impact of EDI and sustainability in the industry.
3. Opportunity to remain involved with other professional interior design organizations and interact with fellow organization members with contributions to the growth of professionalism.
4. Develop leadership skills.
5. Interaction with other members and industry leaders.