



Position Announcement for Executive Director

The Council of Educators in Landscape Architecture (CELA) is seeking an Association Management Service or Executive Director to advance its mission to encourage, support and further education in the field of landscape architecture specifically related to teaching, scholarship, and public service.

Organization

Celebrating 100 years in 2020, CELA is comprised of over 93 institutions and individuals throughout North America, Australia, New Zealand, Europe, Asia, and the Pacific Rim who are dedicated to the preparation of landscape architects for global practice and educators with international perspectives.

CELA brings together the highest quality research in 12 scholarly tracks supporting faculty research related to teaching, public service and the practice of landscape architecture, and publishes high-quality conference papers in *Landscape Research Record* annually. The organization fosters communication and exchange of knowledge relevant to landscape architecture education and new curricula through a variety of outlets including an annual conference and several peer reviewed publications, web presence and digital media platforms. As academic and professional requirements shift, CELA also strives to facilitate collaborations and significant interaction among those involved in landscape architecture education.

The CELA Board of Directors includes 6 executive officers and 11 regional directors who have an annual budget of \$300,000. Reporting to the Board of Directors and working with CELA standing committees, the Executive Director will: assist CELA President to implement priorities, **advance CELA's financial resource base** through member recruitment/renewals, propose revenue generating initiatives, development, fund raising and oversight of financial administration; **increase the visibility** of CELA through collaborations, conferences, publications, and innovative communications and marketing approaches; negotiate contract agreements such as conferences, *Landscape Journal*, etc.; and **guide the staff and board of directors** for long term strategic planning and member support.

Summary of Contract

Through a fair, open, and competitive bidding and application process, CELA is soliciting proposals from firms to submit proposals for a defined set of association management services (as advertised in the Request for Proposal for Association Management Services) and individuals capable of providing executive director services (as advertised in the Position Announcement for Executive Director) and described in the Scope of Services. Financial documents, bylaws, strategic plan, current contracts and samples of membership applications and conference materials available upon request.

Preferred Experience

A full description of the position is listed in the Scope of Services. Ideal candidates for this position should demonstrate experience and abilities to: Represent CELA and collaborate with CELA's leadership, members, and partners, nationally and internationally; Initiate and execute innovative communication, recruitment and development opportunities; Provide not-for-profit management and work effectively with a board of directors.

Some familiarity with design and/or academic fields, while not required, is a plus.

Qualifications

A bachelor and/or advanced degree

Effective administrative, collaborative and communication skills

Business/association management, organization and accounting leadership

Location

At your location

Proposal Submission Instructions and Deadline

Applications shall be submitted via email as a single PDF document to the CELA President & Search Committee Chair: Charlene LeBleu at staff@theCELA.org

Subject line: CELA – Executive Director Services Proposal.

Any and all questions regarding the RFP should be submitted via email to Charlene LeBleu, 2018 CELA President, at staff@thecela.org.

Deadline is 5:00pm CST, Thursday August 9, 2018.