



## **AIGA Dallas Professional Development Chair**

*Minimum Tenure: 2 years*

*Maximum Tenure: 4 years*

### **Role Purpose**

The Professional Development Chair leads AIGA Dallas's efforts to support career growth, advancement, and long-term success for designers and creatives at every stage of their professional journey. This role shapes programming, events, and resources that help designers navigate a constantly evolving industry.

The Professional Development Chair ensures AIGA Dallas is a trusted hub for mentorship, learning, and professional connection within the design community.

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### **Mission**

Oversee and advance AIGA Dallas's professional development programming by crafting thoughtful events, content, and communications focused on career growth, skill-building, and professional advancement—while aligning with both national AIGA initiatives and local community needs.

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### **Core Responsibilities**

- Develop and refine questions for the AIGA Dallas community survey to better understand current and emerging career-related needs of local designers
- Plan and deliver events, programs, and content that address shifting professional challenges and opportunities year over year
- Organize an annual Mentor Mixer, plus at least one additional professional development-focused event each year
- Build and maintain an updated list of local leaders willing to serve as mentors and professional growth resources
- Ensure professional development programming aligns with AIGA National initiatives and the chapter's purpose and values
- Strategize and strengthen connections between AIGA Dallas and the professional design and creative industries, including agencies, studios, in-house teams, and independent designers



- Position AIGA Dallas as a go-to resource for professional growth, career insight, and industry knowledge
  - Foster AIGA Dallas as a platform where designers and creatives can share ideas, learn from one another, and grow professionally
  - Collaborate with other board members and program chairs to integrate professional development elements into broader chapter initiatives
  - Attend most AIGA Dallas events and one board meeting per month
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## **Engagement Expectations**

This is an active leadership role requiring initiative, collaboration, and consistent follow-through. The Professional Development Chair is expected to:

- Proactively identify professional growth trends and gaps within the design community
- Take ownership of key programs and events from concept through execution
- Maintain ongoing communication with mentors, speakers, and partners
- Regularly assess and evolve offerings to stay relevant and impactful

This role is measured by program relevance, participation, and real value delivered to members.

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## **Collaboration & Reporting**

- Reports to the Chapter President
  - Works closely with:
    - Membership & Community Director
    - Education Chair
    - Diversity Chair
    - Event Chairs
    - AIGA National professional development initiatives
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## **Time Commitment**

- Estimated 6–10 hours per month



- Additional time during major events or program launches
  - Attendance at monthly board meetings
  - Some evening and weekend availability required
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## **Skills & Traits**

- Excellent verbal and written communication skills
  - Strong project management and organizational abilities
  - Ability to multitask across multiple initiatives and timelines
  - Experience planning programs, events, or educational content
  - Comfortable working remotely: resourceful, independent, and self-motivated
  - Collaborative mindset and strong follow-up habits
  - Cross-cultural literacy and commitment to inclusive professional growth
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## **Measures of Success**

- Strong attendance and engagement at professional development events
- Positive feedback from mentors and participants
- Increased visibility of AIGA Dallas as a professional resource
- Clear alignment between community needs and programming
- Growing mentor participation and sustained relationships