



## Position Description

**Position Title:** Regional Field Director - West

**Location:** Remote

**Department:** Region Relations

**Reports To:** Senior Vice President, Region Relations and Development

**DBIA Regions Covered:** Northwest, Western Pacific, Rocky Mountain, Mid-America, Southwest, and the following “member-at-large” territories: Wyoming, Montana, North Dakota, South Dakota

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### Position Overview

DBIA’s 14 affiliated Regions are the lifeblood of our organization, providing local engagement and delivering Design-Build Done Right® to members nationwide. These Regions vary in size, maturity, and operational capacity. To ensure strong alignment, consistent quality, and sustainable growth, DBIA is introducing Regional Field Directors—dedicated liaisons between DBIA National and our Regions.

There will be two Regional Field Directors—**East** and **West**—each responsible for a defined group of regions operating as either separately incorporated entities, or as divisions of DBIA, as well as for areas identified as member-at-large territory (MAL). Field Directors will travel extensively to visit Regions, provide hands-on support, and act as a trusted resource for regional staff and volunteer leaders. This role combines relationship management, operational guidance, and strategic alignment to help Regions thrive while advancing DBIA’s national mission.

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### Key Responsibilities

#### 1. Serve as DBIA National’s primary liaison to assigned Regions

- Act as the go-to resource for regional staff and leadership, ensuring two-way communication and alignment with DBIA’s national priorities.
- Build and maintain strong relationships with regional staff, board members, and volunteers, creating trust and open communication channels.
- Represent DBIA National at regional meetings, conferences, and events, providing a visible connection between local efforts and national initiatives.

- Collaborate with National staff on membership growth initiatives, leadership development programs, and industry engagement campaigns.
- Assist with other assignments that advance DBIA's mission and strengthen the value of membership.

## **2. Monitor and strengthen regional health**

- Regularly evaluate regions' financial stability, program offerings, membership trends, and leadership capacity to assess overall health.
- Identify early warning signs of potential challenges—such as volunteer burnout, declining event attendance, or financial shortfalls—and collaborate with National leadership to implement corrective measures.
- Provide coaching and resources to help regions overcome operational hurdles and sustain success.
- Document success stories, tools, and lessons learned from high-performing regions.
- Foster a culture of collaboration and peer learning across regions to elevate performance nationwide.
- Help regions explore sponsorships, event revenue, and other non-dues funding sources to strengthen financial independence.
- Share models and tools for revenue diversification, tailored to the size and maturity of each region.

## **3. Advance business planning and strategy development**

- In close collaboration with the Senior VP, guide development of budgets for regions operating as divisions of DBIA, and for MAL territory.
- Partner with regional boards and staff to develop annual budgets and business plans that align with DBIA's national strategic priorities.
- Support regions in planning and executing events, training, and member engagement activities that meet DBIA standards for quality and impact.
- Encourage program innovation and sharing of best practices among regions to improve attendance, sponsorships, and member satisfaction.
- Assist with regional marketing and outreach efforts to ensure programs effectively engage members and attract potential new ones.
- Provide guidance on goal setting, performance metrics, and sustainable revenue planning to strengthen regions' long-term viability.
- Support board succession planning to ensure continuity of leadership and cultivate a pipeline of engaged volunteers.

## **4. Ensure compliance with DBIA standards and requirements**

- Guide regions in adhering to corporate, legal, and operational requirements, including financial reporting, bylaws, and use of the DBIA brand.
- Help regions understand where they have flexibility and where alignment with national standards is required.
- Serve as the bridge between National and local events, scheduling leadership participation and ensuring regions benefit from DBIA's full resources.

- Support high-profile regional events to enhance visibility and reinforce DBIA's national presence.

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### **Desired Outcomes**

- Regions operate with greater consistency and accountability.
- Regional performance improves, demonstrated by stronger finances, engaged leadership, and successful programming.
- National and Regional priorities are aligned, ensuring DBIA's mission is consistently delivered locally.
- Membership and industry awareness grow, advancing the reach and impact of Design-Build Done Right®.

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### **Qualifications**

#### **Education & Experience**

- Bachelor's degree required.
- AEC industry experience required.
- DBIA or Assoc. DBIA certification preferred.
- Minimum 10 years of experience in or engagement as a volunteer leader in a membership organization required.
- Proven success in volunteer management, event support, membership growth, or nonprofit operations.

#### **Skills & Competencies**

- Outstanding relationship-building and communication skills, with the ability to engage leaders at all levels.
- Strong strategic thinking and problem-solving abilities, able to identify challenges and develop actionable solutions.
- Highly organized with experience in business planning, financial oversight, and operational improvement.
- Skilled in facilitating collaboration and sharing best practices across geographically dispersed teams.
- Excellent written and verbal communication skills, including presentation and training experience.
- Proficiency with Microsoft Office Suite and comfort level with technology, in general.

#### **Other Requirements**

- Ability to travel up to 50%, including overnight stays, to engage with assigned Regions.
- Comfortable working independently and managing multiple priorities in a fast-paced environment.

*Base salary for this position is \$140,000 to \$160,00 annually, with exact compensation dependent on experience, skill set and geographic pay differential. Questions can be directed to [executive@dbia.org](mailto:executive@dbia.org).*

*DBIA is a \$14 million, 501 (c) (6) association of 20,000+ members including architects, engineers, contractors, Owners, academia and other professionals involved in design-build project delivery. DBIA was incorporated in 1993 and has 14 affiliated Regions. DBIA's mission is to promote the value of design-build project delivery and teach the effective integration of design and construction services to ensure success for Owners and design and construction practitioners. DBIA works toward this mission by providing education, certification and resources, conducting industry conferences, and providing a voice for the industry.*

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