

AGC ARKANSAS EXECUTIVE VICE PRESIDENT

Job Summary:

The Associated General Contractors of Arkansas, is seeking a highly motivated, innovative Executive Vice President who possesses strong leadership, administration and advocacy skills. This candidate will report to the Board of Directors and shall be charged with the management of the Chapter's office, membership extension, development of income, attainment of Chapter objectives and such other duties as assigned by the Board.

Duties/Responsibilities:

- Responsible for establishing the strategic plan of the Chapter along with related key performance indicators to ensure objectives are achieved.
- Responsible for managing day-to-day operations of the Chapter with goals and objectives including those set forth by the Board of Directors and/or the Executive Committee. This includes all aspects of general management including property, activities, and budgets with the approval of the Board of Directors.
- Be present and assist with set-up/tear-down and orchestration of all chapter events
- Establish strong communication channel with the Board of Directors and Officers regarding the condition and operations of the Chapter.
- Responsible for developing and maintaining effective relationships/partnerships with AGC Arkansas, AGC of America, industry representatives and other organizations, both public and private, for the benefit of the organization.
- Responsible for directing member services including all programs and their implementation, networking, customer service, apprenticeship training and workforce training with a direct focus on membership growth and retention.
- Travel regularly statewide performing on-site member visits to *all* members
- Responsible for attracting, retaining, and motivating staff in accordance with the needs and budget of the Chapter. This includes the responsibility for maintaining Chapter policies, procedures, image, and mentoring and reviewing staff performance.
- Remains connected with evolving construction industry developments, makes recommendations, or takes appropriate action within the expressed authority of the position to best represent the membership and Board.
- Ensures that the position of the Chapter and its members are enhanced in accordance with the policies and objectives of the organization.
- Act as custodian and disburser of the corporation's funds as directed by the Board of and Executive Committee.
- Coordinate involvement in governmental affairs and interaction with local officials, Washington, D.C., lobbyists and elected officials.

Required Skills/Abilities:

- Must possess friendly/gregarious, outgoing personality; able to build relationships and ensure member satisfaction and retention
- Established list of local contacts
- Transparent, high-integrity leadership, with strong work ethic and high degree of energy
- Solid organizational abilities, including planning, delegating, program development and task facilitation
- Strong listening skills and ability to take direction
- Demonstrate and promote a spirit of cooperation and teamwork
- Excellent time management skills with a proven ability to meet deadlines
- Must have valid state driver's license, auto insurance, registration, and clean driving record
- Strong written and oral communications, organizational skills and computer knowledge
- A robust knowledge of public policy, financial management regarding nonprofit finances, fundraising, marketing, and governance
- Must be able to pass background check

Education and Experience:

- Four-year minimum Bachelor's Degree required and work experience with 10 years of executive management, or not-for-profit organization experience. Construction industry experience a plus.

Schedule:

- Monday – Friday: 8 – 5
- Occasional evening and weekend event work is required
- Moderate travel required

Salary Range:

- \$120k + negotiable/DOE

Benefits:

- Paid health, life, dental and vision insurance
- 14 Days PTO
- Annual Bonus based on performance
- Company Vehicle
- 401(k)