



Springfield Contractors Association

Executive Director Job Description

Reports to: Board of Directors

The SCA Executive Director manages the operations and communicates the value of the Association while also serving as an advocate for the construction industry in the Springfield metropolitan area. The overall goal of this position is to meet the Board of Directors' yearly objectives, achieve the association's revenue goals, and to retain and grow the membership. This position is responsible for communications, community relations, educational programs and assisting the board with the annual budget. The Executive Director reports to the Board of Directors with the overall responsibility to carry out the mission and goals of the Association, as well as the Board of Directors' future priorities in accordance with the bylaws.

Position Responsibilities

Directs and provides strong and effective leadership and serves as a resource to the Board of Directors and Executive Committee. Coordinates and implements Board of Directors' policies and procedures and is responsible for administering the SCA's day-to-day operations. Directs and is responsible for the continuing development and supervision of the administrative staff and/or contracted assignments.

Directs, in conjunction with committee chairs, staff and members, the production of all Association board and general meetings and events by arranging all physical aspects including facilities, equipment, and food, planning and implementing advertising, coordinating the events with the schedules of participants and presenters, and coordinating with appropriate individuals.

Serves as the chief editor of all official publications, authorized spokesperson for all communications outside of the organization and actively promotes the association's activities and programs in the local community.

Ensures coordination and cooperation with K-12 schools and colleges, departments, and academic advisors to promote the opportunities and benefits to working in the construction industry and where training opportunities exist in the community.

Promote employment and training opportunities to members and community members. This includes managing the employment services SCA offers to our members and job seekers.

Provide oversight to the association members and visitors as typically their first point of contact for communication (emails, billing, phone calls, etc.). Performs financial accounting and billing for the organization.

Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.

Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses.

Performs other duties and responsibilities as required by the Board of Directors and Executive Committee.

Position Qualifications:

At least five years of management or leadership experience within an organization, association or department. Bachelor's degree preferred, but work experience may be substituted.

Knowledge of the construction industry would be considered a benefit

Must demonstrate excellent leadership, public speaking, interpersonal and persuasive skills.

Must have strong decision-making skills, the ability to prioritize tasks, and to bring many varied tasks to completion by deadlines. Must be able to work independently, have the ability to quickly learn the structure of the association and the procedures necessary to accomplish the job, and the ability to use initiative in meeting the responsibilities of the job.

Must have financial management skills including working with budgets

Must have a working knowledge of various computer software applications, including Microsoft office applications. QuickBooks, website and social media communication experience would be a benefit.

Other: Must be able to travel to and from many different locations in the community. This position makes presentations; preparation includes lifting (up to twenty pounds) and transporting boxes for short distances. A valid driver's license and reliable transportation is required.

Must be able to work evenings and weekends as needed.

Last updated 4-3-17