



Job Description: January 3, 2022

Executive Director American Society of Concrete Contractors

Responsible for the overall successful operation of the American Society of Concrete Contractors (ASCC) and successfully meeting or exceeding the needs of the member companies of the ASCC.

Organization: The American Society of Concrete Contractors grew out of an organization that was founded in 1957 called the National Concrete Contractors. The purpose of the organization is to enhance the capabilities of those who build with concrete, by providing education and training aids, programs and information on business, new technology and quality to advance the profession, and provide networking opportunities between contractors, designers, manufacturers, and suppliers by integrating practice and theory to promote consistent concrete with the highest degree of economy and value.

Reports to: ASCC Administrative Committee

General Position Description: Manages and directs all ASCC activities as prescribed by the ASCC Board of Directors (Board) and the association bylaws. Working closely with the Executive Committee and committee chairs, this position is responsible for ensuring that all aspects of Board and committee meetings and ongoing work run smoothly and are staffed effectively. The Executive Director works collaboratively with the Board and committee chairs to develop and oversee budgeting and financial operations as well as membership engagement and development efforts.

This is a fulltime position. The office is open 8:00am to 5:00pm daily Monday thru Friday. Hours of work for this position will potentially vary based on the home location of the candidate.

Essential Functions:

Contribute to the development of the strategic plan and oversee the plans implementation. Translate organizational goals into action steps carried out by ASCC staff in the best possible manner.

Serve as primary staff contact for ASCC Board and committees and provide leadership as required. Strengthen the ASCC staff functional capabilities and performance, through formalized training and personal development efforts, and organizational development. The Executive Director has the responsibility for all hiring and termination decisions regarding ASCC staff.

Assure ASCC is positioned to liaison with and influence key industry associations.

Serve as chief spokesperson for ASCC and implement an overall integrated ASCC communications and public relations strategy within and outside the organization. Responsible for writing press releases, brochures, newsletters, and other materials for distribution to members and potential members.

Coordinate technical resources of ASCC including the technical staff members.

Lead the associations marketing and messaging efforts at a variety of industry trade shows and events, including the ASCC Annual Conference, Concrete Executive Leadership Forum CELF, World of Concrete, regional events, and others.

Other functions as required. This position is a leadership position, and the Executive Director must be able to adapt to other functions and situations as the organization evolves.

Represent ASCC at industry functions as needed and serves as liaison with key industry associations.

Promote and develop membership growth and retention by communicating regularly with members to stay abreast of their needs and concerns, to provide relevant information affecting their business and support their operational and promotional needs through the association activities including education, committees, and direct member support programs.

Keep the ASCC's best interests in mind as a top priority in all actions. Inspire confidence on the part of the members, volunteers, and staff by providing dependable, professional leadership and creating organizational sustainability.

Build relationships with ASCC members, volunteers, and affiliates. Work effectively with a wide variety of personal styles and provide consistent, constructive leadership with all groups and individuals.

Provide visionary leadership to the board designated member leaders and the association staff. Attract, motivate, and retain highly qualified personnel into the ASCC organization.

Work collaboratively with volunteer leaders in the development and execution of the ASCC strategic plan.

Understand and embrace the importance of diversity and generational differences incorporating them into the culture of ASCC.

Must be willing to travel eight weeks throughout the year to various events. One week in September for the Annual Conference, one week in January or February for World of Concrete, one week for Concrete Executive Leadership Forum in June or July, two weeks to the ACI Conventions Fall and Spring (one week each) and approximately three weeks for other ASCC Business.

Competencies:

To be successful, the Executive Director shall demonstrate the following competencies:

Develop leadership qualities in ASCC staff, to sustain a member centric culture with a focus on customer service and with a sense of urgency in addressing member needs.

Serve as the primary advocate and spokesperson for ASCC.

A demonstrated record of success leading as well as execution of a strategic plan.

Well versed in understanding financial statements and forecasting of financial data for the Association.

Understands how a trade association can successfully create opportunities for our industry and value for our members.

Excellent communication skills to convey messages concisely and with clarity.

Basic knowledge of concrete and construction trades.

Personal Attributes, Skills and Abilities

Required skills and abilities include interact well with members and be a mentor/leader for staff. Exhibit charisma and a professional demeanor and presence with other organizations thereby giving a professional appearance of ASCC. Understand basic business and management principles including strategic planning, leadership and management of personnel, general accounting for budget implementation, and customer (member) satisfaction.

Integrity

Positive Attitude

Vision: Ability to foresee, imagine, and recognize collateral impacts

Cheerful and Optimistic

Empathetic

Open Minded

Relationship Builder

Active Listener

English speaking, knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and proper grammar.

Preferred Education and Experience- Bachelor's degree with Ten years of related experience.

Please send your cover letter and resume to our search committee at cforster@ascconline.org

Additionally, please complete an application that can be found at www.ascconline.org under the About/Contact tab.

Applicants cover letter should address:

- What interests you about the position and describe how past experiences qualify you for the position
- Articulate how your influence and leadership will help ASCC members be successful
- Describe past success from collaboration with other organizations
- Outline your thoughts on selection, development, and performance of ASCC staff, with consideration given to the current office being in St. Louis.

EEO Statement

It is the established policy of the American Society of Concrete Contractors (ASCC), to provide equal employment opportunities to all qualified persons and to administer all aspects and conditions of employment without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental condition, military or veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. ASCC takes allegations of discrimination, intimidation, harassment, and retaliation very seriously and will promptly conduct an investigation when warranted.

Equal employment opportunity includes, but is not limited to, employment, training, promotion, demotion, transfer, leaves of absence, and termination.