

An EXECUTIVE VICE PRESIDENT for AGC Arkansas (Associated General Contractors of America, Arkansas Chapter) needed due to vacancy. See job qualifications and responsibilities below. Send resumes to P.O. Box 846, Little Rock, AR 72203 or email to [dhall@agcar.net](mailto:dhall@agcar.net).

## **EXECUTIVE VICE PRESIDENT – AGC ARKANSAS**

**[www.agcar.net](http://www.agcar.net)**

The AGC Arkansas (Associated General Contractors of America, Arkansas Chapter), 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 Corporation's office, membership extension, membership growth, development of income, attainment of Corporation objectives and such other duties as assigned by the Board.

### **Key Responsibilities:**

- Responsible for keeping the Board of Directors and Officers fully informed on the condition and operations of the Chapter and all-important factors influencing them.
- Responsible for creating and directing 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 will encompass all aspects of general management including property, activities and budgets with the approval of the Board of Directors.
- Responsible for chapter membership with emphasis on developing a comprehensive growth and retention strategy.
- Responsible for working with chapter committees and assisting in all advocacy efforts related to the construction industry.
- Responsible for directing member services including all programs and their implementation; networking, customer service, and workforce training.

- Maintains effective relationships with AGC Arkansas, AGC of America, industry representatives and other organizations, both public and private, and sees that the position of the Chapter and its members are enhanced in accordance with the policies and objectives of the organization.
- Ascertain members needs for improved services and takes appropriate action to improve existing services and expand new services.
- Responsible for hiring and maintaining staff in accordance with the needs and budget of the Chapter. This includes the responsibility for maintaining Chapter policies, procedures, image, 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.

**Qualifications and Characteristics:**

- A solid knowledge of public policy, financial management regarding nonprofit finances, fundraising, marketing and governance is required.
- Excellent written and oral communications, organizational skills and computer knowledge are required.
- The candidate must exhibit the understanding, and desire to run an efficient and responsive staff operation, and must be able to anticipate, recommend and implement changes as needed.
- Positive relationship in dealing with the membership and the Board of Directors.

**Education and Work Experience:**

- Four-year minimum bachelor's degree and recommended work experience for an association, not-for-profit organization or construction industry related background with emphasis on governmental relations.

**Performance Evaluation:**

Performed on an annual basis based on the following success factors:

- Delivery of chapter services
- Membership Growth and Retention
- Accomplishments of chapter goals and plans
- Budget performance and financial execution
- Legislative lobbying