

Washington Aggregates and Concrete Association (WACA) Staff Position Description

Executive Director

The Washington Aggregates and Concrete Association (WACA) is currently seeking an Executive Director. WACA is a not-for-profit industry trade organization (501C-6) representing the business and regulatory interests of member companies. The Association members are producers of construction aggregates, ready mixed concrete, cement manufacturers, and cement shippers, as well as associate members comprised of manufacturers and vendors for industry products and services. The Executive Director of WACA serves as the Chief Operating Officer of the Association with responsibilities outlined in the Association by-laws as follows:

Article VI: Section 8. EXECUTIVE DIRECTOR: An Executive Director may be employed by the Association to carry out the decisions of the Board of Directors. Notwithstanding anything to the contrary appearing herein, any duty required of an Officer or by the Board of Directors herein may be delegated to the Executive Director by the Board of Directors or President of the Board. The Executive Director shall have the privilege of the floor at meetings of the Association, the Board of Directors, and Committees, of which he/she is an ex-officio non-voting member. Compensation will be fixed by The Board of Directors or their designated Executive Committee and shall conduct an annual review of the Executive Director prior to the annual meeting. He/She will act as the Chief Operating Officer of the Corporation.

The position is full-time, salaried, and bonus eligible per board discretion. The position offers health insurance, Simple IRA retirement plan, and provides an auto allowance and vacation allowance per WACA Board-approved schedule. The Executive Director is an at-will employee who serves at the pleasure of the Officers and Board of Directors, and there is no traditional probationary period for the position.

Minimum Qualifications: Bachelor's Degree and 5+ years of relevant Association industry nonprofit experience in a leadership position.

Preferred Qualifications: 10 years of relevant experience, CAE accreditation, MBA, National associations accreditation, other relevant accreditations, and direct industry experience preferred.

Any combination of experience and education to meet the minimum qualifications is acceptable for consideration.

Desired Attributes: The Executive Director must be able to think on their feet and possess strong situational awareness skills to recognize when negotiations are unproductive and other strategic avenues must be pursued. A good sense of humor and the ability to communicate clearly (both written and verbal) with industry leaders and legislative constituents. The ideal candidate will be a natural leader and a confident aggregate and concrete industry ambassador who advocates and defends policies that provide sustainable business practices into the future. Tact, diplomacy, and critical thinking are key attributes of the Executive Director.

Roles and Responsibilities

Financial Responsibilities

- Full responsibility for preparing a budget and sustainable dues schedule for approval by the membership and Board of Directors.
- Implement accounting controls for the organization. Sign all checks / financial instruments or as may be delegated to Executive Staff as a signer on association accounts.
- Provide detailed financial reports to the Board.
- Coordinate and complete annual Federal reporting of Association 990, 1120 POL documents, and others as may be required. Conduct an annual financial summary with the retained accounting firm. Provide report to Board.
- Serve as Treasurer / Fiduciary for WACA PAC.

Association Management Responsibilities

- Develop strategies and establish protocols for interaction with various state and federal agencies and other agencies as may be required as issues and discussions may arise.
- Directly interface with public agency executives, affiliated Construction industry executives, Board members State and national organizations on matters of interest to industry members.
- Coordinate and direct staff activities and volunteer leadership, and provide recommendations to the Board of Directors as Executive Director.
- Direct Association statewide meetings, workshops, technical programs, and other venues in collaboration with State and Federal agencies and national industry associations.
- Serve as primary contact with various standing committees of the Association. Oversee the activities of product or issue-specific committees (Assigned Board member acts in a supporting role.)
- Oversee the administration and management of the Local ACI Chapter with WACA Staff.
- Manage and coordinate ACI Certification, including maintaining certification requirements for renewals.
- Manage, coordinate, and strategize Association Contract Lobbyist as applicable for member/Board needs.

WACA Outreach Responsibilities

- Develop and lead a robust lobbying presence with the WA Legislature and Executive Branch. Utilize and direct the efforts of retained lobbying professionals. Also responsible for developing and implementing Legislative strategies on behalf of the materials industry.
- Direct and lead legal initiatives as necessary using retained legal professionals.
- Maintain relationships with affiliated national associations. Attend national association conventions when time and budgets allow.
- Recruit new members through direct solicitations, meetings, workshops, etc.
- Act as executive-level contact to the press, affiliated and unaffiliated groups, and interested individuals.
- Improve and maintain an internet presence for the association.
- Travel is required. Day, statewide, and national travel will vary, requiring approximately 15% of the Executive Director's time.

Member Services

- The Executive Director is responsible for fulfilling the purposes of the organization to:

- Develop, classify, and disseminate information concerning standards, specifications, and any other matters of concern and interest to its members.
- Promote the expanded and proper use of aggregates and ready mixed concrete.
- Respond to member inquiries, prioritize actions, and report findings to members and/or the entire membership based on the significance of the issue.
- Knowledge of EPDs, decarbonization, and other relatable industry sustainability topics, opportunities, and solutions.
- Perform all duties assigned by the Board of Directors on behalf of the membership.

Administrative responsibilities

- Oversee WACA staff, and coordinate office coverage, vacations, travel, etc.
- Assure adequate cross-training for efficient operations during absences.
- Communicate with affiliated WA Associations on matters of relevance or interest
- Provide "Industry Updates" to the membership frequently.
- Provide "Member Alerts" (as necessary) on topics of immediate concern to members.
- Assist Committee Chairs, Task Forces, and other internal groups on matters under their consideration.
- Coordinate and promote a collaborative team effort with staff on assigned responsibilities in producing association deliverables to the membership with regard to Annual Membership meetings, workshops, and other special events and communications.
- Coordinate PAC fundraising efforts and work directly with PAC committee/Board for recommendations and distribution of PAC contributions.
- Coordinate community contribution efforts.
- Engage with legislative committees, contract lobbyists, and affiliated lobbyist networks – as issues arise related to the industry.

Please submit resumes to info@washingtonconcrete.org