



- Position Title:** Connecticut Building Congress: Executive Director
- Position Type:** Part-time contract (1099) position, 10-20 hours/week year-round
- Compensation:** \$TBD/hour, depending on experience
- Location:** Combination of remote and travel (when safe) to various Hartford/New Haven area office and venue locations
- Reports to:** Board of Directors
- Preferred Start Date:** May 3, 2021
- To apply:** Send resume and cover letter by April 30, 2021 to operations@cbc-ct.org

The Connecticut Building Congress (CBC), a membership-based non-profit organization, seeks a dynamic Executive Director to guide and promote a prominent association in the Connecticut architecture, engineering, construction (AEC) industry. The Executive Director administers the business operations of the organization, serves as the principal contact and spokesperson of the CBC, and serves the Board of Directors in fulfilling the organization's mission through best-in-class networking, fund-raising events, and public relations, all while maintaining a strong CBC brand. The Executive Director works closely, and fosters key relationships, with the volunteer Board of Directors and committees, as well as with CBC members and the broader AEC industry. It is vital that the Executive Director be seen as an energetic leader by both internal and external stakeholders.

CBC's mission is to provide a collaborative environment that fosters relationships and contributes to the growth and success of the Connecticut construction industry.

CBC encourages all individuals to apply, regardless of age, race, ethnicity, disability, gender, gender identity, national origin, political affiliation, religion, veteran status, or sexual orientation.

Responsibilities:

Brand Leadership

Serve as a visionary to guide and oversee the organization's mission and principles through partnership with the Board of Directors.

Maintain a clear and consistent CBC image and voice across the Board of Directors, all committees, events, and internal and external communications.

Foster relationships with members of the media to facilitate broader and deeper publicity for the organization.

Establish and monitor adherence to organization policies and procedures.



Identify and evaluate opportunities for improvement and implement plans accordingly.

Ensure that the operation of the organization strives to continually meet the expectations of its members and Board.

Leadership Development

Encourage/ Promote/ Facilitate and Support active participation by Board and committee members.

Serve as a resource for maintaining existing membership, actively promote new membership, administer member registration and renewal, collect dues, and develop membership benefits and incentives.

Organizational Operations

Collaborate with the Board and staff to develop strategic and operating plans on an ongoing basis.

Ensure productive and effective staff performance, providing guidance, training, feedback, and opportunities for professional development.

Ensure Board members are provided with the information and support necessary to fulfill their objectives and meet goals.

Assure that all Committee Chairs hold regular meetings and collect and distribute all committee meeting minutes to the Board prior to scheduled Board meetings and post their meeting minutes to the CBC cloud storage.

Devise, plan, implement and administer fund-raising activities in collaboration with the Board and Programs committee

Attend all Board meetings and designated committee meetings and Ensure recording and prompt distribution of minutes and post their meeting minutes to the CBC cloud storage.

In cooperation with the Budget Committee, prepare annual budget and provide monthly written reports to the Budget Committee (i.e., PayPal, etc. Actual monthly board report is done by Treasurer).

Regularly report to the Board on the ED's workload and the status of major upcoming activities to be performed for CBC.

Maintain the organization's Operations Manual either personally or delegated through the other staff or volunteers.

Oversee and manage the workload of the other CBC staff.



Respond to CBC's incoming telephone and e-mail communications in a timely manner (preferably within 24 hours.)

Attend Programs, Webinars, Socials, and other weekly and monthly events (virtually and in-person when safe). Ensure that staff and volunteers implement appropriate set-up, greet and check-in guests, coordinate with venue staff, guest service, and collect association items and generate attendance reports at conclusion.

Manage vendor relations. Clearly communicate the organization's expectations of vendors and venues and hold the parties to those standards. Negotiate with vendors.

Oversee the systems and staff to ensure the organization is recording, maintaining, and continuously updating an electronic database of CBC's past and current membership, including their representatives, contact information, sponsorship, and participation in CBC activities.

Ensure the Treasure and/or Secretary is serving as the corporate agent of CBC and filing reports with Secretary of State, as necessary.

Arrange for purchase and renewal of bonds and insurance covering CBC and its officers, directors, and agents at the direction of the Board.

Ensure that staff and volunteers are maintaining and updating information database, including members, contacts, events, procedures, and important documents.

Manage email, website and social media vendors and ensure all accounts are working consistently.

Seek to coordinate meeting dates with other industry organizations, so as not to compete and if appropriate to co-host or co-promote.

Education: Preferred BS Management, Marketing or similar major and 5 or more years of experience with similar responsibilities.

Experience: Five (min) or more years in a related leadership, administrative, or marketing position preferred. Experience managing a non-profit organization and experience in the AEC industry are a plus.

Position Requirements:

Availability: Be available during business hours for a minimum of 50% of total billable time, and when group meetings are safe, also be available for 3-4 hour in-person meetings both during business hours and a one to two evenings per month



Interpersonal: Excellent interpersonal, written, and verbal communication skills. Ability to and comfort-level with communicating with business professionals via phone, in-person and email as well as assisting with greeting and networking with AEC industry business professionals.

Positive, collaborative, and team-oriented demeanor and thrives in an unstructured, remote team environment with a diverse, multi-generational team.

Attributes: Innovative mindset that is continuously seeking creative opportunities and solutions

Attention to detail, service oriented, and ability to deal with a multitude of communication and personality types is a must.

Able to work independently, take initiative, enjoys learning new things and is committed to quality product and service.

Present a professional appearance and demeanor.

Excellent leadership skills, project management, strong analytical and problem-solving skills, and both written and verbal communication skills

Strong project management and organizational skills to handle multiple overlapping events, ability to work under pressure, meet deadlines and must exhibit continuous attention to detail.

Demonstrated financial management skills, including budgetary, financial reporting and fundraising.

Experience with membership generation, marketing, event planning and public relations.

Strong background in developing and evaluating administrative programs.

Strong background in utilizing technology for daily operations and to improve and grow the Chapter, including application of computer programs; website maintenance and development; social media; and desktop publishing experience.

Proven experience in strategic planning and implementing the strategic direction of the Board.

Continuing professional education and active affiliation within a group of individuals to make the work of the Chapter successful.



Understanding of, and commitment to, the contribution of volunteers, working with committees, accepting ideas, and maintaining delineation of staff and volunteer roles.

Excellent customer service skills.

Knowledge of human resources management and the ability to utilize appropriate procedures to recruit, retain, motivate, coach, reward and develop the human resources of the Chapter.

Physical:

Able to sit for several hours and handle other typical office duties

Able to lift, move, transport, setup and disassemble typical office laptop, projector and associated cabling, portable event banners, name badges and other table event signage and related materials, weighing up to 20 lbs.

Transportation:

Reliable transportation and willingness to travel to various locations throughout Connecticut (typically Hartford, New Haven) during and after business hours. Travel time and mileage will be reimbursed.

Work Env.:

Remote workspace with appropriate conditions for virtual and telephone meetings

Ability to store safely association-provided laptop, projector, event banners, etc.

Cell phone with data and text capabilities

High-speed internet access

Technology:

Strong, working knowledge of operating computers, cell phones, the internet, email and attachments, Microsoft Word, PowerPoint, and Excel *as well as cloud storage and video conferencing is required. Adobe InDesign, Photoshop and Illustrator and familiarity with enterprise management, website maintenance, and HTML experience is a plus.*

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