



*“The mission of AGC of Alaska is to advocate for our members and the Alaska construction industry; to provide educational opportunities for our members; and to make the public aware of our members’ skills, responsibility and integrity.”*

**Title:** Executive Director, Anchorage, Alaska

**Status:** Full-time salaried

**Salary:** \$120,000 – 150,000 annually, Depending on Experience. AGC has a Health plan for employees, a generous 401(k) and a Paid Time Off policy

**SUMMARY:** The Executive Director shall be responsible for the management and execution of programs, activities and affairs of the Association as established and directed by the Board of Directors. The Executive Director should have a strong passion for the Alaska Construction Industry and is the leading staff member, responsible to the Board of Directors to ensure the mission of the Association of General Contractors is actively pursued in Alaska. The Executive Director serves at the pleasure of and is responsible to the Board of Directors.

**Essential Functions:** It is expected that the Executive Director will manage his or her time to adequately address national, state and local issues, member and labor issues, and other matters concurrently. Primary responsibilities of the Executive Director include, but are not limited to:

- Ensure effective board relations through: mission-based partnership, regular communication with the full board, E-board, and committees as necessary and appropriate. Ensure and provide staff support to the full board and E-board and standing and ad hoc committees. Assist in board development to ensure board members are strategically recruited and engaged.
- Assist the Board in strategic planning to include implementation and review of long- term plans and advise the Board on issues impacting the mission of the organization.
- Spokesperson with the Officers, to promote the public image and protect the reputation of the Industry and Chapter through the media and a network of personal contacts.
- Develop and maintain relationships with Alaskan stakeholders. Coordinate and communicate with the National AGC and other Chapter’s Officers and Executive Directors.
- Conduct the Chapter’s business in accordance with the Bylaws and Policies and Procedures
- Prepare and obtain the Executive Board (E-Board) approval of the Annual Budget.
- Coordinate and provide input regarding labor negotiations.
- Perform other duties as assigned by the Officers in support of the Chapter.

**Qualifications:** The requirements listed below are representative of the knowledge, skill and/or ability required.

- **Required:** A minimum of five year's experience in the construction industry.
- **Desired:** Bachelor's degree in business administration, construction management or related field; Experience working with political processes.

**Skills, Knowledge and Abilities:**

- General knowledge of accounting principles, financial statements and business practices.
- Knowledge of construction laws, standards, codes, agency rules and government regulations.
- Knowledge of principles and practices in providing customer service.
- Familiarity with marketing principles/methods for promoting products and services.
- Familiarity with personnel and human resource principles.

**Core competencies:** The Executive Director must have the ability to:

- Promote AGC's values and mission
- Professionally represent the organization to stakeholders, agencies and the public
- Effectively communicate information and ideas in writing and verbally
- Define internal and external customer service expectations
- Work with and effectively lead individuals, teams and direct projects
- Work independently, with minimum supervision
- Be flexible and effectively manage change
- Be creative and resourceful in problem solving
- Provide guidance and advice to staff and chapter members
- Read, analyze, and interpret complex documents
- Respond effectively to sensitive inquiries or complaints

**Supervisory Responsibilities:** Direct, supervise and develop the AGC Staff of 7 and offices in Anchorage and Fairbanks. This supervision specifically includes the hiring, promoting, assigning and terminating the staff.

**Physical requirements:** Ability to maneuver 50 lbs.

**Working conditions/Travel:** Most work is performed in the administrative office environment with moderate noise level. Travel within Anchorage is required on a typical day to business partner meetings. Frequent air travel is required during the year, especially during legislative sessions.

**NOTE:** Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. AGC is an at-will employer.