



The mission of Associated General Contractors of Alaska (AGC) is to advocate for our members and the Alaskan construction industry; to provide educational opportunities for our members; and to make the public aware of our members' skills, responsibility and integrity. Simply stated, advocate, educate, promote.

Job Description

Title: Executive Director

Status: Full-time

Reports to: AGC Board of Directors

Classification: Exempt/salary

Location: Anchorage, Alaska

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 is responsible for ensuring a successful team approach with the board, board committee members, members and staff by setting a tone of professionalism, accountability, work ethic, honesty and integrity. The Executive Director should also have a strong compassion for the Alaska Construction Industry. The Executive Director is the leading staff member and is 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. (See Article XI of the AGC of Alaska Bylaws. (Bylaws))

Essential Functions: It is expected that the Executive Director will manage his or her time to adequately address state issues; local issues, member, 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.
- Provide the Board of Directors with timely information related to trends, pending actions by executive or regulatory bodies, state legislation and local government issues, and program opportunities to aid in sound decision making; make recommendations as appropriate.
- Serve as the Board's appointed authority to execute and negotiate grants and contracts for the agency.
- 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 as well as other issues related to achievement of AGC's mission. Oversee implementation of the strategic and operational plans.

- Co-spokesperson with the Officers, to promote the public image and protect the reputation of the Industry and Chapter through the media as well as through a network of personal contacts.
- Develop and maintain relationships with stakeholders including, but not limited to: members, sponsors, policy makers, and community partners, the Denali Commission, the ACIAP and the CIPF. Coordinate and communicate with the National AGC and other Chapter's Officers and Executive Directors.
- Produce and maintains publications, websites, press releases and other public information to enhance the reputation and image of AGC. Assure critical documents are appropriately archived and available to the members.

1. Direct, supervise and develop the AGC Staff in a professional and efficient manner to achieve the annual and long-term goals of AGC. This supervision specifically includes the hiring, promoting, assigning and terminating the staff. Inform the E-board of any accidents or complaints alleged by staff members. Annually review compliance with all Federal, State and local ordinances and regulations regarding employers and/or employees.

2. Prepare and obtain the Executive Board (E-Board) approval of the Annual Budget prior to the end of the prior budget year.

3. Conduct the Chapter's business in accordance with the Bylaws and Policies and Procedures

4. Monitor and provide input in regards to labor negotiations. Respond to request from members or others in regards to construction labor relations.

5. Perform other duties as assigned by the Officers in support of the Chapter.

Qualifications: To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/or Experience:

- A minimum of five year's management experience serving in a key leadership role with construction companies is required.
- Bachelor's degree in business administration, construction management or related field; Experience working with political processes.
- Master's Degree in business administration, construction management or related field and ten years related construction management experience is preferred but not required.

Skills, Knowledge and Abilities:

- Knowledge of and ability to apply strategic business planning as applicable to the Alaska construction industry.
- Knowledge of and ability to apply business and management principles involving planning, resource allocation, asset management and coordination of people and resources.
- General knowledge of accounting principles and practices and the ability to interpret banking and financial statements.
- Knowledge of construction laws, legal codes, agency rules and government regulations.
- Knowledge of the structure and content of the English language including meaning, rules of composition and grammar.
- Knowledge of principles and practices in providing customer service.
- Some knowledge of marketing principles/methods for promoting/selling products and services.
- Some knowledge of personnel and human resource principles and procedures for recruitment, training, compensation, labor relations, etc.
- Knowledge of industry safety standards.

Core competencies: The Executive Director will have the ability to:

- Promote AGC's values and mission
- Define internal and external customer service expectations
- Effectively lead individuals, teams and direct projects
- Work effectively as a member of a team;
- Effectively and efficiently work independently, with minimum supervision
- Be flexible and effectively manage change
- Be creative and resourceful in problem solving
- Assess organizational performance and identify actions needed to improve relative to the goals and mission of AGC and the Strategic Action Plan
- Monitor and control resources and oversee the spending of money
- Provide guidance and advice to staff and chapter members
- Positively and professionally represent the organization to stakeholders, regulatory agencies and the public
- Effectively communicate information and ideas in writing
- Understand and effectively communicate verbally with others
- Read, analyze, and interpret complex documents
- Respond effectively to sensitive inquiries or complaints

Supervisory responsibilities: The Executive Director oversees all staff; some of these reporting relationships may be delegated.

Physical requirements: Ability to frequently manipulate a computer and office equipment.
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, community events, etc., of which often occur evenings and weekends. Frequent air travel is required 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.

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