



ASSOCIATED GENERAL CONTRACTORS of ALASKA

8005 Schoon Street • Anchorage, Alaska 99518 100 Cushman St., Ste. 402 • Fairbanks, Alaska 99701
Telephone (907) 561-5354 • Fax (907) 562-6118 Telephone (907) 452-1809 • Fax (907) 456-8599

Job Title: Director of External Affairs and Member Engagement

Reports to: Deputy Director

Status: Full Time

FLSA Status: Exempt

Position Description

The Director of External Affairs and Member Engagement is responsible for development and delivery of the Associated General Contractors of Alaska's (AGC) policy efforts as well as generally advocating on behalf of membership companies' interests. This work encompasses a wide range of duties, including but not limited to:

External Relations

- Regularly communicate and coordinate activities directly with public agencies and private project owners
- Draft correspondence and commentary related to the actions of the state and federal governments
- Represent AGC at community and industry functions
- Actively participate in policy discussions with public and private stakeholder groups
- Provide proofreading support and input regarding other member and public facing materials
- In cooperation with AGC's Events and Communications Director, organize and attend industry events
- In cooperation with AGC's Events and Communications Director, lead in developing communication strategies in relation to advocacy priorities

Policy Development

- Liaise with the following AGC member committees to identify advocacy and association priorities:
 - Department of Transportation and Public Facilities (DOT) Steering Committee
 - U.S. Army Corps of Engineers (USACE)/Federal Contractors Steering Committee
 - Legislative Affairs Committee
 - Legal Affairs Committee
 - Political Action Committee (PAC)
 - Editorial Board
 - Membership Committee
- In cooperation with AGC's Executive Director, develop policy positions and communications strategy
- Track and analyze relevant legislative and regulatory activity
- Draft and present oral and written testimony related to construction industry legislative and regulatory priorities
- Draft and disseminate AGC's weekly legislative updates newsletter during the state legislative session

Member Engagement

- Analyze membership trends and feedback to establish annual membership recruitment and retention key performance indicators (KPI's)
- Maintain current communications materials related to membership benefits and AGC activities for the purpose of member recruitment
- Draft and present formal reports of membership recruitment and retention data
- Draft and disseminate an annual report to members on association activities and membership value
- In cooperation with AGC staff, develop member onboarding and ongoing membership management protocol
- In cooperation with AGC staff, track and coordinate outreach related to membership renewal, sponsorships, and dues collection
- In cooperation with AGC's Executive Director, steward the Northwest AGC Chapters Retirement Plan Trust

The mission of AGC of Alaska 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.



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Qualifications

- Proficiency or willingness to achieve proficiency in Microsoft Office, Microsoft Outlook, Microsoft Teams, Adobe Acrobat, Canva, GrowthZone and other digital tools and social media platforms
- Strong written and oratory communication skills
- Excellent organization skills; ability to manage multiple priorities concurrently with minimal oversight
- Ability to work collaboratively, as part of a team, and provide support and direction to other staff, interns and volunteers
- Experience establishing and maintaining trust and credibility with diverse stakeholder groups
- Willingness to adapt and meaningfully contribute in fast-paced, sometimes highly charged, environment
- Legislative and/or regulatory experience at the state and/or federal level (preferred)
- Experience working in legislative, construction, public procurement, professional communications, industry association, or related role (preferred)

Physical Demands and Work Environment

- This position is an in-person role, based in the Anchorage AGC office, with typical work hours between 8am-5pm
- The work environment is a typical indoor, office environment, with the majority of work to be completed on a computer
- Hybrid/work from home (WFH) arrangements may be available following successful completion of a probationary period, at the discretion of AGC's Deputy Director
- Periodic travel is expected
- Participation in AGC events and/or travel outside of normal business hours is occasionally required
- Must be able to safely lift and carry up to 40 pounds

Salary and Benefits

- The anticipated salary range for this position is dependent on experience
- Comprehensive health, vision, dental and life insurance benefits
- 401(k) retirement plan with employer match available upon successful completion of probationary period
- Competitive paid leave program with paid parental leave upon successful completion of probationary period

To Apply: Submit resume to Norma M. Lucero, Deputy Director, via norma@agcak.org