

Asphalt Pavement Association of Michigan Job Description for Executive Director

Job Summary

The Executive Director

- Is the chief staff position of the Asphalt Pavement Association of Michigan (APAM).
- Is responsible for providing the leadership and direction necessary for the successful management of APAM consistent with the by-laws, and goals as set by the Board of Directors.
- Is a strong advocate for the asphalt paving industry and its products.
- Is responsible for developing and managing new initiatives as well as enhancing, strengthening and managing existing programs and events.
- Is responsible for developing and maintaining external relationships and ensuring that APAM has effective communications and public education programs.
- Is responsible for marketing and promotion of asphalt pavements to “high level” decision makers.
- Is responsible for the management of APAM’s financial operations, human resources and other assets, and ensuring that all resources are administered in a manner that supports the mission of APAM.

Reporting Relationships

The Executive Director is accountable to and reports to the Board of Directors.

The Director of Engineering and Executive Assistant report directly to the Executive Director. The Executive Director supervises the Director of Engineering and the Executive Assistant and may supervise other employees as determined by the Board of Directors.

Key Duties, Responsibilities and Essential Job Functions (Full – Time Position)

Internal

Leadership

The Executive Director is the key organizational leader, and in this role, will:

- Serve as head supervisor to all staff and act as the liaison with the Board.
- Provide leadership, direction, and support to APAM staff, Board of Directors and Executive Committee through effective communication, goal-setting, and delegation.

- Identify and develop priorities in conjunction with the Board of Directors.
- Serve as a resource to the Board and to the staff in developing and implementing strategies and policies consistent with the mission of the association.
- Encourage positive relationships between the members, staff, MDOT leadership, local government leaders and the public through effective communications.
- Promote and support technical education for members and customers.
- Organize and plan the annual paving conference including location, program development, session topics, and speaker recruitment.
- Coordinate annual APAM awards banquet event planning.

Financial Management

The Executive Director is responsible for sound financial management and control, tax filings and submission of other required reports in accordance with all laws and regulations that govern non-profit trade associations.

The Executive Director is responsible for the preparation of the annual budget and related forecasting of association revenue and expenses.

Human Resources

The Executive Director will ensure the effective management of the human resources of the association.

Board Support, Administration and Governance

- Develop and implement administrative plans in collaboration with the Board and staff.
- Recommend and develop relevant policies and implement all policies and procedures.
- Ensure the agenda and supporting materials for Board meetings are provided to Board members prior to the meetings.
- Schedule and attend Board meetings.
- Communicate with the Board of Directors in a concise, clear, comprehensive manner, to ensure that the Board has adequate information to carry out effective decision making.
- Participate in meetings of the Board's standing committees as required.

Operations Management

The Executive Director will manage the day to day operations of APAM.

External

Communication and Public Relations

The Executive Director works in collaboration with the Board of Directors to deliver an effective communications and public relations program.

The Executive Director will:

- Act as the organization's primary spokesperson on all technical and policy matters.

- Represent APAM at relevant industry events.
- Identify and participate in events that will effectively establish public relations and enhance the organization's visibility.
- Maintain a positive image and relationship with local, state and federal agencies and their representatives.
- Coordinate public relations and communication efforts to ensure unified messaging.
- Strategically promote APAM's mission and increase public awareness of APAM and its services.
- Conduct activities such as interviews, news releases, and other correspondence to ensure proactive communication with the media and appropriate responses are provided to media inquiries.
- Communicate with state legislators as appropriate, and lobby in a non-partisan manner for the needs of the industry.
- Establish working relationships with the leadership of MDOT, MDEQ, and local governments to foster open communication at all levels with the goal of effectively promoting the asphalt paving industry.
- Establish and maintain appropriate relationships with governmental / regulatory authorities to ensure that the interests of the asphalt paving industry are protected.
- Ensure that the Director of Engineering has established working relationships with technical specification decision-makers at all levels of State and Local Government.
- Initiate and/or supervise updating of informational and promotional materials.
- Represent APAM on appropriate committees, coalitions, and joint industry projects.
- Interact with other state and national asphalt industry associations to ensure that APAM is knowledgeable on current and emerging issues that may affect the industry.
- Actively participate in other professional association activities as appropriate.

Qualifications

A minimum of five (5) years' experience working in a similar or related position. Knowledge of the asphalt paving industry and asphalt pavements is preferred. Understanding of state and local government operations is required. Experience in marketing and sales to executive level decision makers is desirable.

Excellent public speaking and written communications skills required. Experience in association management a plus.

A Bachelor's Degree from an accredited college or university is required. A Bachelor's Degree in business, communications or engineering is preferred.

Compensation Package

- Salary is negotiable and will be based on experience, technical ability and knowledge.
- Car
- Paid vacation
- Five paid sick days
- IRA Retirement Plan w/ match equal to a maximum of 3% of salary.
- Fully paid health insurance along with optical, dental and disability insurance.