EXECUTIVE DIRECTOR

Northwest masonry industry association is seeking an Executive Director for our concrete masonry promotional organization. Responsibilities include association management; building code development; creation of educational programs and delivering technical presentations; technical support for design professionals; and coordination of industry research projects. Responsibilities also include development of strategies for successful implementation of association programs and collaboration with other industry groups.

The successful candidate will report to a Board of Directors. The association's focus is the advancement of the northwest concrete masonry industry in the commercial building market.
We offer a competitive compensation and benefits package. Northwest location permitting residence in Washington or Oregon; Western Washington location preferred.

To express interest, submit a cover letter and resume to karen.sanders@basalite.com and copy tcyoung@nwcma.org.

Essential duties and responsibilities:

- Ability to work independently while meeting project deadlines and managing multiple projects at once.
- Self-motivated with a strong work ethic.
- Outgoing personality with the ability to establish and maintain relationships with Architects, Professors, Developers, Government regulators, Engineers, Mason Contractors, and other building professionals to provide design guidance and engage in discussions regarding building material selection. Existing contacts within the regional A/E/C community preferred.
- Ability to recognize masonry industry challenges and opportunities and communicate their level of importance to the Board.
- Attend and contribute to energy code and building code cycle hearings.
- Attend requested jobsite visits to assist in construction dispute resolution.
- Some travel away from home with overnight stays.
- Support Achievement of the Association's goals and financial objectives.
- Management of the Association office.
- Serve as spokesperson for the association.
- Provide technical support to the NW design professionals regarding concrete masonry design and construction.
- Develop regional technical notes and position statements on subjects of industry interest as approved by the Board.
- Work on national codes and standards to advocate safe, cost-effective masonry design provisions. Minimize negative impact of restrictive or conservative design proposals on concrete masonry markets.
- Work with NW government agencies and building code officials to protect and expand concrete masonry markets (State Building Code Divisions; Fire Marshals Office, Department of Energy, Transportation and Corrections, NW Energy Efficiency Alliance, ICC; WABO; and OBOA).
- Work with NW colleges and universities to develop or improve concrete masonry curriculum in the schools of architecture and engineering. Give lectures on concrete masonry construction materials and methods.
- Develop and present educational programs (seminars, workshops, AIA CES) for the masonry industry and other design/construction-related groups influencing the use of the concrete masonry products.
- Identify and recommend research and development projects of importance to the concrete masonry industry. Coordinate approved projects.

- Provide technical assistance and make recommendations for job problem resolution.
- Promote concrete masonry construction with regional companies (accounts) constructing multiple buildings in the NW.
- Coordinate members' efforts in solving common problems within the masonry industry.
- Work in coordination with the National Concrete Masonry Association and other NW promotion groups. Also participate with the Pacific NW Building Resilience Coalition.
- Work on special projects as identified and directed by the NWCMA Board.
- Keep the Board informed on the operations of the Association through the Steering Committee.

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

- **Education and Experience**: • Bachelor's degree in civil/structural engineering.
  • Minimum 3-5 years' experience in commercial building design including the design of reinforced masonry or concrete structures. A professional license is preferred.
- **Communication Ability:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, co-workers, and vendors.
- **Math Ability:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.
- **Computer Skills:** Must be able to operate a personal computer plus related software and other various standard office machines and equipment necessary to complete duties. Working knowledge of SAP S/4 software preferred, but not required.
- Valid Driver's License required.
  Regular attendance is required

Please note all job offers are contingent upon a successful background investigation and drug test.