



JOB DESCRIPTION:

PRESIDENT, NATIONAL READY MIXED CONCRETE ASSOCIATION

Responsible for the overall successful operation of the National Ready Mixed Concrete Association (NRMCA) and successfully meeting or exceeding the needs of the member companies of the NRMCA.

Organization: The National Ready Mixed Concrete Association, an Internal Revenue Service 501(c)3 organization, chartered in 1930 in the State of Pennsylvania. The purpose of the association is “to provide an organization for the co-operation of its members in the furtherance of all projects affecting the ready mixed concrete industry, and by means of research, scientific and otherwise scientific methods and to render services of an educational nature with respect to the use of ready mixed concrete with a view to promoting and extending such use.”

General Position Description: The President is a position, as defined by the Associations’ bylaws, serving as the sole employee of the Association’s Board of Directors, working with the Board’s Officers and Executive Committee to lead the Association, manage the financial responsibilities and execution of the work plans approved by the Board.

Specific Responsibilities:

- Directly accountable to the Chairman of the Board of Directors, and subject to annual performance reviews by the Executive Committee. The President will lead, train, guide and motivate all NRMCA personnel in furtherance of the established mission, vision, values, budget and work plan for the Association. The President will ensure the financial success of the organization, effectively managing all aspects of the business including finances, services and operations. The President will ensure that all annual operating budgets, work plans and operational goals are aligned with the strategic plan and approved by the Board and executive committee.
- Provide visionary leadership to the board designated-member leaders and the Association’s group personnel. Attract, motivate and retain highly qualified personnel into the NRMCA organization.
- Represent the ready mixed concrete industry to the general public, legislative and regulatory bodies, non-governmental bodies and groups within the construction industry in a positive manner.
- Promoting and developing membership growth and retention by communicating regularly with members to stay abreast of their needs and concerns, to provide relevant information affecting their business and support their operational and promotional needs through the association activities including education, committees, advocacy and direct member support programs.
- Provide the Industry a best estimate and course of action for issues and threats confronting the ready mixed concrete industry and communicate opportunities for advancement of the industry.
- Represent the ready mixed concrete industry to the general public, legislative and regulatory bodies, non-governmental bodies and groups within the construction industry in a positive manner. Lead the effort to advocate and promote the industry in a pro-business/bi-partisan fashion; building and leveraging relationships with decision-makers in the Legislative and Executive branches of the federal government. Aggressively creating market penetration and business development

opportunities through technical presentations to the architects, engineers, contractors, DOTs - states, counties, municipalities, Economic Development Partnerships, and State Legislators

- Develop and communicate annual growth membership strategies to the Board of Directors.
- Work collaboratively with volunteer leaders in the development and execution of the Association's vision. Building coalitions with other materials producers and other aligned industry associations to elevate and maximize promotion effectiveness across multiple concrete market segments and applications.
- Must be willing to and available to travel 50-75% of the time.

Position Requirements:

This candidate will have demonstrated prior success in an executive level management position of an organization with a budget of at least \$8 million or a business in a construction related segment of significant size. Working knowledge of the construction industry segments must be demonstrated. An advanced degree in engineering or construction-related area is preferred with professional credentials.

Competencies:

To perform this position successfully, the individual shall demonstrate the following competencies:

- Experience serving as the primary advocate and spokesperson before a variety of constituencies, including policy makers and peer organizations.
- Business Acumen: Has a demonstrated track record of success in business and proven and a demonstrated record of success leading the execution of a strategic and work plan.
- Financial Acumen: Well versed in understanding financial statements-balance sheets, income statements, cash flow statements and forecasting for the Industry and Association.
- Project Management: Focuses execution of Association's work plan on a project management basis working with timelines that are specific, measurable, aggressive, and realistic.
- Association Role: Understands how a trade association can be successful in creating opportunities for an industry and creating value for members. Understands how to create coalitions and support for allied constituencies.
- Engineering and/or Construction Experience: Has a strong working knowledge of the construction industry.
- Legislative Knowledge: Has working knowledge of federal legislative and regulatory procedures and can formulate and execute an effective campaign to further the interests of the industry.
- Codes and Standards: Has working knowledge of the development and influences within model codes and standards, including from nongovernmental entities, and can formulate and execute an effective campaign to further the interests of the industry. Leverages relationships, builds and participates in coalitions, and utilizes NRMCA's grassroots network to advance the legislative and regulatory agenda.
- Communications: Has superior communication skills to convey messages concisely and with clarity internally to the Association group personnel, Association leadership and membership, and to the

general public. Fully comprehends confidential nature of certain data and communications, and agrees to maintain needed level of confidentiality.

- **Leader Development:** Demonstrates effectiveness as a developer of leadership qualities in NRMCA group personnel with an eye towards succession planning for the overall Association as well as within individual divisions of the Association. Creates and sustains a culture of member services and a sense of urgency in addressing members' needs. Operates the Association according to best business practices, while continuing to develop programs, products and services that add member value and revenue to the NRMCA's bottom line. Provides strategic vision and guidance to ensure successful succession planning and employee development across all functions of NRMCA. Member-centric culture with a focus on customer service and resolving members' needs.
- **Technology Skills:** Maintains a high level of comfort with current and trending technology in the ready mixed industry and implications to its members.
- **Cultural and Generational Awareness:** Understands and embraces the importance of diversity and generational differences incorporating them into the culture of NRMCA.

Personal Attributes

- Integrity
- Positive Attitude
- Vision: Exhibits ability to foresee, imagine and recognize all collateral impacts.
- High Energy Level
- Cheerful And Optimistic
- Empathetic
- Innovative
- Open-Minded
- Critical Thinking
- Consistency in Decision-Making
- Relationship Builder

Please send your cover letter and resume to our search committee at nrmcajob@gmail.com. We also require all applicants to complete an application. The application along with specific position requirements can be found at www.nrmca.org/JobsAtNRMCA/index.asp. Applicants cover letter should address the following:

- State what interests you about the position and a description on how past experiences qualify you for the position.
- Articulate how your influence and leadership will help NRMCA members be more successful.
- Describe past efforts and successes resulting from collaboration with peers or peer organizations.
- Outline your approach to staff selection, development and performance management.