



American Council of Engineering Companies of Wisconsin

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President

American Council of Engineering Companies of Wisconsin

Position Description

Serves as the chief paid staff employee, responsible for carrying out the advocacy [mission](#) of ACEC WI. In that capacity, the President is expected to build and maintain positive working relationships with state legislators, governmental agencies and industry organizations. The President also serves as the liaison with ACEC National, of whom ACEC WI is a member organization. Responsible for maintaining a strong organization, the President is key to member retention and recruitment. Recommends and participates in the formulation of policies and procedures; manages and oversees the various programs and activities of the organization. Works within the framework of the strategic plan, consistent with the policies and directives of the Board of Directors and subject to the limitations of the budget.

Requirements

Understanding of, and experience with, state and federal politics and government. Some understanding of engineering helpful, but not required. Ability to build coalitions with diverse groups. Have a basic understanding of non-profit industry associations. Excellent verbal/written communications skills including composition of business correspondence, news articles, and promotional pieces. Basic understanding of accounting required. Must be able to work independently, be detail oriented, process multiple assignments at the same time and be well organized. Must be able to coordinate long-term projects along with normal activities of organization. Association management experience desired, and experience in meeting planning helpful.

Must be available for travel within the state and nationally. Use of own vehicle required. Must be available to work outside a normal workday.

Position Relationship

Board of Directors Reports directly to the ACEC WI Board and its Chairman

Association Staff Oversees the employment, supervision, development and termination of all staff.

Members Acts as critical liaison between staff, the board, committees and association members.

ACEC National Acts as critical liaison between Wisconsin staff, committees and members of National staff. Participates on National committees that may provide benefit to the membership.

Suppliers With exception of auditing firm, has final decision regarding vendors utilized by organization.

Public Represents the organization at member meetings, external committee meetings, and public events and meetings.

Responsibilities

General Office Oversees the planning and organization of the association staff activities and guides the administrative activities of the association's daily routine operations. Maintains appropriate records.

Government Affairs Maintains a governmental affairs program to represent the interest of the association to the state legislature and appropriate governmental agencies. Serves as liaison between the association and contract lobbyists and public affairs counsel. Oversees political action campaign fund and activities.

Membership Services Oversees the planning, organization, and activities of the membership promotion and retention program so that we remain a strong and growing organization. Performs proactive outreach to prospective and current members, particularly those that may be at risk.

Public Relations Participates in the planning, coordination, and execution of public relations programs. Serves as spokesperson for the association, in conjunction with the chairman and appropriate committee chairs. Oversees production of all communications tools including writing and editing of monthly newsletter and promotional materials as well as communications with the general membership.

External Liaisons Maintains liaison with the American Council of Engineering Companies, private organizations, other state Member Organizations, State Agencies and allied state societies. Attends ACEC sponsored meetings.

Finance Oversees financial operations of the organization. Has ultimate responsibility for, but may delegate as appropriate to the Chief Operating Officer, including signing checks, approval of invoices, review of monthly financial reports, and preparation of annual budget. Is authorized to execute contracts and commitments as authorized by the board of directors and by established practice and policy. Manages organization's funds at financial institutions as established by policy. Arranges for audit, as authorized by the board of directors. Oversees external bookkeeper. Responsible for the management of the adopted budget.

Event Coordination Oversees arrangements for association meetings.

Committees Provides for necessary liaison and staff support to committee chairs to enable them to function properly.

Board of Directors Under the chairman's direction, prepares agenda, plans, and coordinates board of directors meetings. Provides for preparation of minutes and implementation of programs approved by the board.

Other Participates in professional development activities to better serve the association. Performs such other appropriate duties as directed by the chairman or board of directors.

Apply

Submit cover letter, resume and references to kelly@acecwi.org by September 24, 2015