

**Company Name:** NARI of Madison

**Job Title:** Executive Director

**Location:** Madison, WI

**Are you an outgoing, dynamic, and proactive management professional looking for an opportunity to showcase your leadership, strategic planning, and relationship building expertise while serving as the face of the organization?**

**Bring your passion for team work, member recruitment/engagement, event management, fundraising, and public affairs to this relationship-driven and collaborative Executive Director opportunity!**

The National Association of the Remodeling Industry – Madison Chapter (NARI) is a not-for-profit trade association that represents nearly 300 companies involved in the residential remodeling industry near Madison.

Reporting to the Board of Directors, the Executive Director is responsible for the day-to-day administration of all aspects of the association; serving both current and emerging needs of NARI by providing leadership and hands-on operational management towards NARI's mission, strategy, and objectives.

**In this role, you will:**

1. **Primary Function-** The Executive Director shall serve as Chief Staff Executive of the organization and shall have immediate authority for its overall operation. He/she is considered part of the NARI Leadership Team as an appointed Officer; recommending and participating in the formulation of the Association's goals, objectives, strategic plans, programs, policies and budget. He/she guides and directs the professional staff, programs and activities of the Association.
2. **Responsibility and Authority-** The Executive Director is responsible to the Board of Directors. The authority necessary to carry out the duties and responsibilities are vested in the position.
3. **Duties-** All duties shall be carried out in accordance with the Bylaws established by the Members and the policies established by the Board of Directors.
  - a) Attends all meetings of the Board of Directors, as well as other committees and task forces as appropriate.
  - b) Executes all decisions of the Board of Directors consistent with the Strategic Plan, Work Plan, and budget.
  - c) Directs the overall operation of the Association in such a manner as to ensure its legal integrity, financial security and operational efficiency.

- d)** Works with the appropriate bodies to develop and monitor a long range, strategic plan for the Association.
- e)** Maintains a staff for the purpose of executing all ongoing and special programs.
- f)** Establishes administrative policies and procedures designed to ensure efficient operation.
- g)** Works with the Finance and Audit Committee and Board of Directors in the preparation of the annual operating budget for the Association and monitors performance against that budget.
- h)** Guides the activities of the NARI of Madison staff in order to assist them in achieving their objectives and maintaining budget guidelines.
- i)** Assists the Board of Directors in the development of all policies and programs of the Association.
- j)** Retains outside professional services where and when appropriate to assist and support the ongoing activities and objectives of the Association. Such services may include, but are not limited to legal counsel, accounting firms and public relations firms.
- k)** Establishes and maintains good working relationships with related trade associations and public bodies in an effort to improve the remodeling industry and its image in the community.
- l)** Serves with the President as the chief spokesperson to the media on matters related to NARI of Madison as well as the remodeling industry in general.
- m)** Manage Chapter outreach program
- n)** Manage member retention & relations
- o)** Manage annual Golf Outing.
- p)** Manage annual Remodeling Expo.

**To be successful in this role, you will bring the following experience:**

- Bachelor's Degree in a related field OR Certified Association Executive designation
- 5+ years of association/nonprofit senior management experience (operational management and strategic leadership)
- Expertise in relationship development and management with diverse stakeholders
- Expertise in member recruitment/engagement and financial/asset management
- Knowledge of the remodeling industry a plus

Benefits include participation in our Simple IRA plan, medical insurance (Qualified Small Employer Health Reimbursement Arrangement), continuing education budget and salary commensurate with experience.

To learn more about NARI of Madison, visit [www.narimadison.org](http://www.narimadison.org)

To apply, please submit a resume and salary requirements to:  
[nariofmadisonboard@gmail.com](mailto:nariofmadisonboard@gmail.com)