

EXECUTIVE VICE PRESIDENT

National Association of Women in Construction
Fort Worth, Texas National Office

Due to the upcoming retirement of our current Executive Vice President, the National Association of Women in Construction (NAWIC) is seeking a highly dedicated and motivated individual to fill this position which will begin on June 1, 2017. NAWIC is an international association whose core purpose is to enhance the success of women in the construction industry. It is a 501(c)(6) business league with 130 chapters all across the United States and international affiliates in five countries. More about the association may be found at www.nawic.org.

The Executive Vice President position is a full time executive level position that provides leadership and management for the association working under the general direction of the Board of Directors and in accordance with NAWIC's bylaws. The Executive Vice President is the Chief Staff Officer and manages the staff at the NAWIC Office. All NAWIC staff reports to the Executive Vice President. The Executive Vice President is responsible for the day-to-day operations of NAWIC.

Requirements:

- A bachelor's degree or equivalent formal training in association management
- Must be a Certified Association Executive (CAE)
- Marketing Skills are a plus
- A minimum of 5 years of directly job-related experience

Qualified candidates require the following:

- Experience in managing staff, running day-to-day operations, managing organizational finances and budgeting for a not-for-profit organization.
- Strong planning, communication, management and organizational skills that lead to results-oriented solutions. Must be able to effectively communicate with all members, committees and Board of Directors.
- Must have a record of managing finances, developing and prioritizing program objectives, building partnerships and multi-tasking.
- Important personal attributes include approachability, authenticity, adaptability, optimism, humility, emotional intelligence, good listening skills and a sense of humor.

Successful candidates will be notified and interviewed April 5 & 6, 2017.

Applicants may send resumes to NAWIC, 327 S. Adams Street, Fort Worth, Texas 76104 or email do dedeh@nawic.org.