



Executive Director/Concrete Specialist

South Dakota Ready Mix Concrete Association is seeking its next **Executive Director**. This individual will develop and implement promotion plans targeting decision makers in ways that ensure objectives are met and measured results are achieved. The **Executive Director** will lead individual SDRMCA, its membership, and maintain the functions of a 501c6 trade association. The position is focused on promoting concrete as the material of choice in South Dakota!

Duties and Responsibilities:

- Develop and maintain positive, productive relationships with a range of firms and persons involved in the decision-making process, including but not limited to:
 - Consulting engineering firms
 - Project owners, both public and private
 - Architects
 - Developers
 - Contractors
- Plans, develops, and conducts individual and group promotional calls, presentations, workshops, seminars, and jobsite/plant tours.
 - Review and expand SDRMCA's existing database of target audience contacts.
 - Execute promotion support activities such as technical/literature mailings and email/verbal follow-ups with prospects.
- Act as the SDRMCA Membership liaison for recruitment and retention.
 - With the assistance of the membership, identify and contact potential members with the goal of membership growth for the Association.
 - Coordinate social/networking events – Summer Golf Outing etc.
 - Maintain member directory and membership materials.
- Organize and host the statewide ACI (American Concrete Institute) Certification Program.
 - Maintain ACI Local Sponsoring Group status.
 - Reserve classroom and performance exam dates and coordinate venues with the SDDOT, the SDRMCA Board, and industry stakeholders.

- Create registration events, order and ship study materials.
- Recruit volunteer supplemental examiners, locate equipment, and concrete donations for exam day.
- Become an ACI approved examiner.

Other Duties and Responsibilities:

- Achieve product application expertise, including industry software and life-cycle cost analysis.
- Attend Association meetings and activities along with those of related industries as directed by the Board.
- Organize and host the Association's annual conference and awards program.
- Maintain the Association office with outside staff support as needed. Duties to include normal administrative functions, bylaws, budgets, website, and handling requests/questions from members and the public. Some general administrative and accounting assistance is provided.
- Provide regular reporting of promotional activities and results to the Executive Committee.
- Perform other duties as may be directed by the Board.

Qualifications:

- Degree in construction management, concrete industry management, engineering, marketing/business development or related field is required.
- Ability to maintain a current/valid Driver's License is required.
- Ability to travel in-state for promotional efforts and membership contacts is required.
- Experience in concrete related engineering, construction, testing, specifications, and/or project management experience is preferred.

Competitive Compensation:

- \$60,000-\$100,000 Depending on experience

Benefits:

- SDRMCA provided vehicle
- Full benefits package
- Matching 401K retirement program.

To learn more, visit: <https://sdrmca.org/>

EOE

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