



South Dakota Ready Mix Concrete Association
5024 S. Bur Oak Place #113A
605-274-0145, info@sdrmca.org
www.sdrmca.org

Executive Director/Concrete Specialist

Basic Function of the Position:

This position is focused on promoting concrete as the material of choice in South Dakota. 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 is the lead individual for SDRMCA, its membership, and maintains the functions of a 501c6 trade association.

Duties and Responsibilities:

- A. Develop and maintain positive, productive relationships with a range of firms and persons involved in the decision-making process, including but not limited to:
 1. Consulting engineering firms
 2. Project owners, both public and private
 3. Architects
 4. Developers
 5. Contractors

- B. Plan, develop, and conduct individual and group promotional calls, presentations, workshops, seminars, and jobsite/plant tours.
 1. Review and expand SDRMCA's existing database of target audience contacts.
 2. Execute promotion support activities such as technical/literature mailings and email/verbal follow-ups with prospects.

- C. Act as the SDRMCA Membership liaison for recruitment and retention.
 1. With the assistance of the membership, identify and contact potential members with the goal of membership growth for the Association.
 2. Coordinate social/networking events – Summer Golf Outing etc.
 3. Maintain member directory and membership materials.

- D. Organize and host the statewide ACI Certification Program.
 1. Maintain American Concrete Institute (ACI) Local Sponsoring Group status.
 2. Reserve classroom and performance exam dates and coordinate venues with the SDDOT, the SDRMCA Board, and industry stakeholders.
 3. Create registration events. Order and ship study materials.
 4. Recruit volunteer supplemental examiners, locate equipment, and concrete donations for exam day.
 5. Become an ACI approved examiner.

- E. Other duties and responsibilities:

1. Achieve product application expertise, including industry software and life-cycle cost analysis.
2. Attend Association meetings and activities along with those of related industries as directed by the Board.
3. Organize and host the Association's annual conference and awards program.
4. 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.)
5. Provide regular reporting of promotional activities and results to the Executive Committee.
6. Perform other duties as may be directed by the Board.

Travel:

In-state travel for promotional efforts and membership contacts is expected and expenses are covered by SDRMCA. Requests for out of state travel for conventions, seminars, etc. will be approved by the Executive Committee.

Supervisory Relationships:

The Executive Director reports to and works with the Executive Committee, and, on occasion, the full Board.

Evaluation:

The SDRMCA Board of Directors conducts Performance Reviews no later than six months from date of hire and a minimum of once per year subsequently. These reviews are the basis for compensation adjustment and/or review of duties and outsourced assistance.

Qualifications:

A degree in construction management, concrete industry management, engineering, marketing/business development or related field is required.

1. Experience in concrete related engineering, construction, testing, specifications, and/or project management experience is preferred.
2. Maintain a current Driver's License
3. Act in a respectful, professional manner, at all times, with all people.

Salary and Benefits:

The salary for this position is commensurate with experience. SDRMCA provides a vehicle, benefits package, and a matching 401k retirement program.

Physical/Other:

Must be able to sit, walk, stand, and lift up to 50 pounds. Walking may be on uneven, unpaved surfaces at jobsites and on plant tours.

SDRMCA is an Equal Opportunity Employer.

To apply, please send confidential letter of interest and resume to: info@sdrmca.org with the subject line: Exec. Director Position.