

LONDON AND DISTRICT CONSTRUCTION ASSOCIATION

JOB POSTING

The London and District Construction Association is seeking a dynamic leader to assume the role of **EXECUTIVE DIRECTOR**.

The ideal candidate will be:

- A senior manager, experienced in the construction industry and how it works
- In tune with the issues that affect the industry specifically in the London area
- Passionate about the industry and capable of being the face of the LDCA in advocating for its members
- An effective people manager who has demonstrated the ability to initiate and manage change and motivate others to achieve common objectives
- An excellent communicator who will work with LDCA's members and other constituencies to ensure understanding of the issues affecting the industry and the relative urgency attached to those issues
- The association's primary driving force for growth including retaining existing members and attracting new members to the association
- A strong financial manager, with budget preparation and financial analysis experience
- Highly organized with the ability to set priorities within a multi-faceted environment
- Some familiarity with and experience in Labour Relations an asset

JOB SUMMARY

Reporting to the Board of Directors, the Executive Director is responsible for the management of the day to day operations of the Association and for being the face of the Association, acting on behalf of the members to enhance relationships with external constituencies including local governments, school boards, universities, colleges, the health care sector, other construction associations and media

MAJOR RESPONSIBILITIES

Association and Industry Leadership

- Establish and market the LDCA brand within the Association's service area
- Represent the Association at meetings with government officials, other associations, boards, etc., as required, to meet the objectives of the Association.
- Establish and maintain networks, relationships and collaborative arrangements with other stakeholder organizations to help achieve the goals of the LDCA and enhance the organization's industry profile.
- Grow the organization by providing leadership that enables moves into new areas while ensuring that proven existing Association products/services and deliverables remain timely and relevant.
- Provide organizational and planning functions that require a broad knowledge of the Association's purpose, its governing body, bylaws, policies and procedures.
- Report on industry trends; provide recommendations on required industry research.

- Maintain effective public relations with all media and promote the Association whenever possible.

Financial Management

- Ensure the financial well-being of the Association and its various programs and advocacy initiatives.
- Develop the budget process; do initial preparation of financial statements and manage the financial affairs of the Association.

Staff & Operations Management

- Counsel staff in the execution of their various responsibilities.
- Lead staff in the development of marketing plans, strategic plans, budgets and other planning initiatives as assigned by the Board.
- Provide leadership and direction and complete the administration and program implementation of all aspects of the Association.
- Monitor the day-to-day performance of outside consultants or groups providing services to the Association.
- Maintain a Performance Management process for staff including job description preparation, objective setting, performance coaching and annual performance reviews.
- Implement and administer the policies and procedures as required by the Board of Directors from time to time.
- Ensure timely communication with member companies through regular one on one contact, newsletters and information meetings.
- Attend all Director's, General and Executive Committee meetings ensuring that minutes are prepared.

COMPENSATION

We offer competitive compensation and a comprehensive benefits package

THE ORGANIZATION

The London & District Construction Association (LDCA) brings together, in one organization, over 500 small, medium and large sized general contractors, trade contractors, manufacturers and suppliers of construction material and equipment, and other firms associated with the construction industry. The primary role of the association is to

provide **Leadership** to all of our members through; **Advocacy, Education, Innovation and Support**.

Located in London, Ontario, the LDCA serves the counties of Bruce, Elgin, Huron, Perth, Middlesex, and Oxford and promotes the growth of the construction industry in these areas.

The LDCA is governed by the members, elected officers and appointed representatives from all sections of the membership. The Association acts as a single voice to promote and campaign for the construction industry.

How to apply:

Interested candidates should submit their applications in confidence to Barry Chapman, Senior Partner, TwoGreySuits at bchapman@twogreysuits.com. The subject line should read Executive Director, LDCA.

Please note that we will only accept applications sent to us electronically at the e-mail address set out above.

We will respond electronically to all applications received.