



**Posting Date:** May 3, 2024

**Job Title:** Associate Director

**Salary:** \$80,000 - \$90,000

**Location:** Washington, D.C.

**Reports to:** President

**FLSA Status:** Exempt

## **ABOUT US**

Washington Building Congress (WBC) is a membership association comprised of businesses and individuals from all aspects of the commercial construction, real estate development, and design community throughout the Washington, D.C. region. The organization was founded in 1937 to unify and strengthen our local industry and to represent the collective interests of the entire building community. WBC promotes advancement of the commercial construction industry by focusing on professional development and networking opportunities.

Today, WBC membership exceeds 1,000 representatives including property owners and managers, developers, general contractors, subcontractors, suppliers, realtors, architects, engineers, government officials, public utilities, accountants, manufacturer's representatives, bankers, lawyers, bonding agents, labor unions, trade associations, consultants and virtually any other type of business with an interest in the industry.

Our longstanding tradition of cooperation and partnering within the construction community has positioned the Washington Building Congress as the recognized industry umbrella organization within the Washington metropolitan region.

## **POSITION SUMMARY**

WBC is currently seeking a highly motivated and outgoing individual to serve as its Associate Director (AD) responsible for performing and managing a wide variety of tasks including, but not limited to, assisting with the coordination of WBC events, operations management, and the periodic preparation of WBC publications and marketing materials. The duties and responsibilities for this unique and fulfilling position require that the individual be prepared to work in-person at the WBC's offices, as well as work offsite during periodic WBC programs and events.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties will likely be assigned.

- The Associate Director performs in collaboration with the President of WBC, assists with all the WBC meetings and major annual events, such as the Craftsmanship Awards Program and Summer Golf Outing.
- Responsible for all logistics of WBC meetings and events, including preparation of meeting notices, registration confirmation, name badges, on-site management, and any audio-visual needs.
- Responsible for calendar management of all WBC meetings and events.
- Responsible for maintaining WBC databases and association management software for member records and event management.
- Responsible for all WBC event data entry and reporting.
- Serve as liaison with IT vendor for technical issues and escalations.
- Responsible for creation and maintenance of all broadcast emails for association communications.
- Oversee general office operations.
- Responsible for assigned internal accounting functions (*e.g.*, bank deposits, accounts receivables, dues invoices) with external accounting vendor.
- Responsible for timely production of WBC newsletter and membership directory.
- Responsible for keeping track of advertisers for WBC publications (renewal notices, invoices, etc.).
- Responsible for maintaining and updating of WBC website (WordPress).
- Assist with maintaining the WBC Foundation (a related, tax-exempt charitable affiliate of the WBC).
- Assist with oversight and management of WBC social media platforms (*e.g.*, LinkedIn, Instagram, Facebook, etc.).

## **QUALIFICATIONS**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **JOB REQUIREMENTS AND PREFERRED SKILLS AND EXPERIENCE**

- Minimum four (4) years of progressive experience in a similar trade or industry association setting.
- College degree preferred, but not required.
- Proficiency with Microsoft Office applications and scheduling (Word, Outlook, Excel, PowerPoint, and Access)
- Proficiency with remote work platforms (*e.g.*, ZOOM, Microsoft Teams, etc.).

- Experience with web content management system (WordPress preferred).
- Experience with Association Management Software programs (*e.g.*, MatrixMaxx or similar).
- Experience with accounting software (QuickBooks preferred).
- Detailed driven and results oriented individual.
- Ability to form relationships, maintain rapport, and work well as part of a team.
- Ability to listen and communicate effectively - both orally and in writing.
- Ability to perform proactively with a minimum amount of direction and/or supervision.
- Resourceful, helpful, creative, and has a passion for industry.

## **LANGUAGE SKILLS**

Must have the demonstrated ability to effectively communicate, cooperate, and collaborate with nonprofit association members, committee volunteers, board of directors, and external vendors.

## **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the Associate Director position is regularly required to communicate with both WBC employees and the overall membership; move within the office to retrieve files and meet with employees and volunteers in the WBC offices, WBC member offices, and local event venues.

The position requires that the individual possess the ability to work at a computer (reading and keying) for extended periods of time.

This role requires communicating verbally and in writing directly with individuals, within small groups settings, and to larger groups.

Some local, periodic travel (*i.e.*, Washington, D.C. area) will be necessary for offsite meetings and WBC events.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those the WBC Associate Director encounters while performing the essential functions of this position. The individual will regularly work in typical office environment conditions, to include experiencing typical noise levels for an office setting. Accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WBC is proud to offer our employees a competitive salary and benefits package and are looking for an individual with the talent and skills required to contribute to the WBC's continued growth and success.**