

**Rocky Mountain Masonry Institute
Job Posting**

Executive Director

Put your skills in leadership, advocacy, administration and marketing to work for the region's premier trade association for the masonry industry. We are looking for a seasoned and dynamic professional to direct all of the association's activities and a staff of three.

What is the Rocky Mountain Masonry Institute?

RMMI is a 501(c)6 trade association of more than 110 companies throughout Colorado and Wyoming, including brick and concrete masonry manufacturers, stone producers, masonry contractors, suppliers and associate members. Our mission is to increase the use of brick, block and stone in commercial and residential construction through promotion and education. In short, we are the "marketing department" for the masonry industry. We provide our members and the entire design & construction community with the following: masonry certification program; apprenticeship program; free technical information & assistance; safety training; masonry design seminars; project referrals; legislative & regulatory advocacy; architectural excellence awards program; networking events; and advertising & promotion. Our members pay substantial dues to the organization and they expect substantial service and results.

What does the Executive Director do?

First and foremost, the Executive Director is the association's chief advocate for the use of masonry systems in commercial and residential construction. He/she will:

- Provide leadership and direction to the organization.
- Plan and oversee all marketing & educational programs related to the commercial and residential promotion of masonry systems.
- Work with municipalities to enact ordinances and community guidelines requiring the use of masonry.
- Target and pursue landmark projects & communities to be built with masonry through an intensive outreach effort toward developers, design/build firms, school districts, etc.
- Coordinate development of technical publications, services, and support for design & construction professionals.
- Take a proactive position with legislative & regulatory bodies to ensure the long-term growth of the masonry industry.
- Leverage RMMI resources by coordinating activities with national and state masonry associations.

In addition, the Executive Director is responsible for building and retaining the association membership. He/she will:

- Develop and execute programs to enhance the professionalism, skills, safety and productivity of the masonry industry workforce.
- Foster the development of strong and mutually rewarding working relationships between members.
- Write and publish all regular member communications.

- Act as RMMI's primary liaison with allied organizations.

And last but not least, the Executive Director supervises the daily operations of the association. He/she will:

- Direct strategic and long-range planning efforts for RMMI.
- Prepare, monitor and control the association's annual operating budget.
- Manage the association's staff and consultants.
- Support the RMMI Executive Committee and Board of Directors and coordinate all Board meetings & activities.
- Organize RMMI member committees and task forces.

What are the most important qualifications for the job?

The Executive Director must be both visionary and detail-oriented, creative and analytical, persuasive and diplomatic, and highly organized. He/she must be an exceptional communicator, with strong writing and verbal skills. The ideal candidate will have specific expertise in: strategic planning; public/community relations; fiscal management & fundraising; staff & volunteer management; marketing; public speaking; and event planning & management. A background in design and construction is a plus, as is an understanding of local and state government. Advanced computer skills are a must.

What can our Executive Director expect from RMMI?

This position commands a competitive salary commensurate with your skills and experience, paid health and dental insurance, paid vacation, and a retirement plan. In return for your willingness to do whatever it takes to get the job done, including numerous evening and weekend events, RMMI offers some schedule flexibility and a fun, collaborative work environment.

Please submit a resume and cover letter with salary requirements via mail, fax or e-mail to the RMMI Search Committee, Rocky Mountain Masonry Institute, 686 Mariposa Street, Denver, CO 80204, Fax 303-893-3839, E-mail admin@rmmi.org. All letters and resumes are due no later than Friday, September 11, 2009.