**Job Description**

**Position**

Executive Director, Illinois Concrete Pipe Association

**ICPA Mission**

Formed in 1951, the Illinois Concrete Pipe Association is a non-profit trade association composed of concrete pipe producers (and affiliated companies) serving the Illinois sewer and culvert market. For over 65 years, the association has served as the single voice for the concrete pipe industry in Illinois. The mission of the Illinois Concrete Pipe Association is to:

* **Promote** the use of quality concrete pipe in a manner that is technically sound and environmentally safe;
* **Provide** assistance to members in the areas of research, product specifications, technical services, education, promotion, government relations; and
* **Educate** potential customers and specifiers of the characteristics and benefits of concrete pipe.

**Function**

Under the direction of the ICPA Board of Directors, the Executive Director has the full authority and responsibility for managing the association and all programs, including the following:

**Association Administration**

* Coordinate quarterly membership meetings at times and locations suitable for maximum participation of members and associates members, including preparation of meeting agendas
* Serve as liaison to American Concrete Pipe Association staff and committees to ensure unified industry messaging
* Oversee all financial activities, including preparation of annual budgets, funding proposals to the Great Lakes Cement Promotion Council, and monthly expense reports
* Oversee strategic plan facilitation and implementation
* Communication with ICPA membership, including quarterly and year-end reports, as well as periodic updates as needed
* Assist in the recruitment and retention of ICPA members
* Assist members with issues involving precast products, such as design help to designers and specifiers, installation best practices, and resolution of disputes regarding the condition of newly installed sewers and culverts
* Maintain ICPA records, including bylaws, meeting minutes, financial reports, executive director reports, current member contacts, member communications, engineering contact database, etc.
* Acquire and maintain the equipment, software, and other resources necessary to conduct ICPA business

**Marketing**

Create and execute a marketing plan to promote the use of precast concrete products with key decision makers in both public and private sectors, including, but not limited to, IDOT, Illinois Tollway, universities, counties, municipalities, engineering firms, architects, contractors, professional engineering and public works associations, etc. This will include lunch & learns, university lectures, seminars, etc.

**Skills/Qualifications**

* Civil engineering background
* Proficient computer skills (esp. PowerPoint)
* Self-motivated with strong organizational skills and interpersonal skills
* Demonstrates excellent verbal and written communication skills
* Maintains professional and ethical conduct
* PE license a plus
* Experience in the precast concrete industry a plus
* Ability to become a member of industry-related standard specifications committees (e.g. ASTM) a plus

**Working Conditions**

* Most work is performed in a home office and includes duties performed at a desk, using a computer and telephone
* Moderate travel throughout Illinois required, with a few annual trips within North America
* Minor physical effort is required, which may include periods of standing, walking, bending, reaching, stretching, lifting, or similar activities
* Frequent presentations and public speaking are required

**Benefits**

* Insurance Allowance
* Retirement Allowance
* Travel Allowance