



## EXECUTIVE DIRECTOR

**REPORTING TO:** BOARD OF DIRECTORS  
**DIRECT REPORTS:** 3  
**BUDGET:** ~\$1 MILLION  
**SALARY:** DOQ PLUS EXCELLENT BENEFITS PACKAGE

## THE ORGANIZATION

Since 1952 the Northwest Wall & Ceiling Bureau (NWCB) has been providing professional expertise, guidance, and education to contractors, manufacturers, suppliers, labor organizations, architectural community member, code enforcement and building officials, and other professionals in the wall and ceiling industry. NWCB is an international, nonproprietary trade association. It is an innovative and proactive organization that encompasses all the wall and ceiling industry products and systems available for interior and exterior construction. The Bureau is considered an industry leader, and is one of the premier associations of its kind in the United States.

NWCB is divided up into 6 local chapters in the Pacific Northwest and Canada. Chapters are located in Washington, Oregon, British Columbia, Alberta, Saskatchewan, and Manitoba. The Bureau headquarters is located, in Seattle, Washington.

Each year the Northwest Wall & Ceiling Bureau holds an annual convention bringing together hundreds of industry professionals. This year's convention will be held in Victoria, British Columbia from April 14-16. For more information about NWCB and the upcoming convention please visit the website: <http://www.nwcb.org/>



## THE POSITION

The Executive Director (ED) reports directly to the Board of Directors, assisting in the overall strategic vision and direction of the Bureau. He/She is responsible for the supervision and management of 3 full time staff members, including the Technical Consultant, Director of Communications & Events, and the Office Manager. Close partnership with the team is vital to maximize the resources available and insure timely service to Bureau members. The Executive Director will act as the face of the organization and be known as a credible, knowledgeable leader to his or her peers. The ED will understand industry challenges and work toward solving industry issues. He/She will uphold and expand on the already established, excellent reputation of the organization.

In addition to managing the day-to-day operations, the ED is responsible for the overall financial stability and success of the organization. He/She will manage the budget while also exploring innovative ways to expand funding sources through current and newly established relationships, partnerships, and the membership.



## ISSUES & PRIORITIES (NOT NECESSARILY IN ORDER OF IMPORTANCE)

- **Board Relations:** The Executive Director will help insure a smooth transition with the recently restructured Board of Directors. He/She will work with the Board to define roles and maximize future success on an operational and strategic level.
- **Bureau Members:** As with any association, member benefits are the key to success. The new Executive Director will quickly become familiar with, and build positive working relationships with the current members. He/She will continue to engage and solidify current members by providing technical information, ongoing communications, services and information, as well as updates on networking events and venues.
- **Funding:** In concert with the Board, the Executive Director will conduct a thorough evaluation of the current funding structure. He/She will assist the Board in determining if adjustments need to be made, both in the immediate future and for long-term viability.
- **Strategic Planning:** The Executive Director will work diligently with the Board of Directors to begin to adopt the newly created strategic plan. He/She will create a long-term vision to expand service and resources available to the Bureau's members. Additionally, the ED will look at ways to expand the current member base, both in size and location.

The Northwest Wall & Ceiling Bureau looks to continue a rich tradition as a leader in the industry. This success is dependant on having a strong leader at the helm. The ideal candidate will be a demonstrated leader with experience working across multiple constituencies. He/She will easily be able to relate to and work with a diverse group of multinational firms as well as smaller specialized and unique entities. The ED will be an effective communicator with top-notch interpersonal skills.

The Executive Director serves as the face of the organization and must be a progressive, knowledgeable leader who displays a passion for the industry. He/She will be able to clearly and effortlessly communicate the goals and vision of the Northwest Wall & Ceiling Bureau to all constituencies. The ideal candidate will be looked at as an industry leader and be respected by all peers. We seek a candidate who is honest and transparent in his/her communications, and is known as an individual who has established a reputation where honesty, integrity, and ethics are at the forefront of success.

Given the fact that the Executive Director reports to a volunteer Board of Directors, the ideal candidate will have the traits, talents, and skills to work with and relate to a volunteer committee. In order for a candidate to thrive in this environment he/she must demonstrate the ability to manage, both from the top down, and the bottom up. We seek a candidate who will utilize his or her prior professional experience to effectively partner on strategic matters.

The new ED must be able to manage multiple tasks while staying highly organized. He/She will have strong verbal and written communication skills. The ideal candidate will bring experience as an administrator managing a similarly complex budget. Lastly, the successful candidate would bring experience as a creative thinker.



### MINIMUM QUALIFICATIONS

A Bachelor's degree is required, and an MBA, MPA or Master's level education is preferred. Experience working with contractors, labor groups, manufacturers, or suppliers in the construction or architectural field is a plus. The successful candidate will possess a passion for the industry and have high-level written and oral communication skills.

### TO APPLY

NWCB is an equal opportunity employer and all qualified candidates are encouraged to apply. Please send a cover letter and resume electronically to [info@waldronhr.com](mailto:info@waldronhr.com).

For more information about NWCB visit their website at <http://www.nwcb.org/>



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