

Job Description

Position Title: Executive Director

Reports To: Fund Co-Chairs of SMART and SMACNA

Position Overview:

The International Association of the Sheet Metal, Air, Rail and Transportation Workers and the Sheet Metal & Air Conditioning Contractors' National Association (SMACNA) are the sponsoring organizations of each of the International Training Institute (ITI), National Energy Management Institute Committee (NEMIC), National Energy Management Institute, Inc. (NEMI) and the Sheet Metal Occupational Institute Trust (SMOHIT).

ITI supports apprenticeship and advanced career training for union workers in the sheet metal industry throughout the United States and Canada. NEMIC and NEMI identifies and develops market and educational opportunities, creating and expanding employment for SMART members and programs that assist SMACNA contractors in a green environment. And, SMOHIT is the sheet metal industry's leading resource for health and safety solutions to minimize occupational illnesses and injuries for sheet metal craftsmen.

The Executive Director, a full time position with office located in Fairfax Virginia, reports directly to the organization's Fund Co-Chairs, and works with the Trustees, Board of Directors and Administrators of each of the respective ITI, NEMIC, NEMI and SMOHIT Funds, ensuring collaboration to further the goals and support the mission of these funds as a whole.

Essential Functions:

Leadership

- Ensures the directives, goals and initiatives of the Funds are consistent with those of the Co-Chairs and the board of trustees of the ITI, NEMIC, NEMI and SMOHIT. Implements and tracks initiatives until completion by the appropriate fund(s). Enacts appropriate measures to correct unsatisfactory progress or results, with the assistance of the individual Funds' Administrative Staff.
- Establishes current and long-range objectives, planning and implementing policies that are subject to the approval of the organizational Fund Co-Chairs and the Trustees of ITI, NEMIC, NEMI and SMOHIT.
- Communicates regularly, and as necessary, with the organization's Fund Co-Chairs and individual Fund Trustees over issues.

- Assures that proper communications occur between the individual Fund Administrators and their staff so that all directive, goals and initiatives are completed in a timely and cost-effective manner.
- Coordinate programs between the Funds including research, development and expense allocation.
- Delivers the necessary advice, guidance, direction and authorization to carry out major plans and procedures consistent with the established policies approved by the organization's Fund Co-Chairs and the Fund Trustees. Ensures that the individual Fund Administrators and their staff's needs are provided with the proper tools and resources to successfully complete tasks.

Operational & Program Planning and Management

- Prepares agendas, distributes appropriate materials, invites necessary attendees and makes all necessary arrangements for all Trustee meetings.
- Serves on various trust funds or committees as appointed by fund Co-Chairs.

Human Resources Planning and Management

- Works with the ITI, NEMI/NEMIC, and SMOHIT Administrators to align each Fund's staffing levels, staffing abilities and staff assignments to accomplish directives, goals and initiatives in an efficient and time sensitive manner.
- Performs and documents regular staff performance reviews of individual Fund Administrators in collaboration with the NBF Human Resources Director. Also coordinates with Fund Administrators as they perform and document performance reviews of individual Fund staff, as well as with the NBF Human Resources Director as needed for any disciplinary action required for Fund staff.
- Review and identify staff development needs.
- Reviews and amends Fund Administrator and/or staff job descriptions, as required.
- Develops and amends a comprehensive organization chart to propose to the organization's Fund Co-Chairs for approval, as needed.

Financial Planning and Management

- Oversees the adequacy and soundness of each of the individual Fund's financial structure as well as ensuring that the proscribed financial reporting processes are maintained. Assigns and monitors to completion all required tasks of the NBF CFO or Accounting Manager. Reviews and approves CPA prepared tax filings and year end and interim financial audits for each Fund.
- Monitors all expenses and expenditures for each individual Fund.

- Regularly reviews shared administrative services agreements to ensure they are being used to optimum levels and that the cost for these services are equitable.
- Oversees and administers contracts, budgets, expense reports, invoice processing procedures and payment approvals to vendors in accordance with the organization's Fund Co-Chairs and individual Fund Trustee's guidelines.

Education, Experience and Skills:

This is an executive level position requiring a high level of leadership and managerial skills and experience, as follows:

- A minimum of 10 years of relevant managerial level experience with bottom line accountability and responsibilities is preferred.
- Knowledge of the proper administration of Taft-Hartley funds for the unionized sector of the sheet metal industry is essential.
- The ability to take direction from multiple sources and convert to logical plans.
- Prior training or instructor experience required.
- Ability to communicate effectively, both orally and in writing. Strong presentation and public speaking skills are required.
- Demonstrates effective planning, organizational and implementation skills.
- Displays initiative, integrity, and sound judgment.
- Proven ability to universally react and adjust to a constantly changing environment within the sheet metal industry.
- Must be willing to travel regularly.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Compensation and Benefits:

Annualized Salary: \$201,780.00

In addition to the annual salary, the following monthly allowances are granted:

- Per Diem: \$1,672.92/mo

- Auto Allowance: \$750.00/mo
- Technology Allowance: \$220.00/mo

The amounts are subject to change at the discretion of the Trustees. ITI also currently provides employer paid fringe benefits including health insurance coverage as well other employer paid fringe benefits.

To Apply:

All interested applicants may submit a cover letter and resume containing their training, work experiences, achievements and skills; addressed and delivered via email to Kristin Bruck.

- Kristin Bruck, Human Resources Manager, Sheet Metal Workers' National Benefit Funds. Email to kbruck@smwnbf.org

Resumes shall be received no later than April 3, 2020 5pm Eastern Time.