



## **FULL JOB DESCRIPTION PRESIDENT**

**Position Title:** President  
**Reports to:** Board Chair (on behalf of Board of Directors)  
**Location:** San Antonio, TX  
**FLSA Status:** Exempt

### **ORGANIZATION OVERVIEW**

Started in 1923, the San Antonio Chapter of Associated General Contractors of America serves over 285 member firms in 19 counties throughout South Texas. The San Antonio Chapter has contributed much to the community by constructing parks, hotels, stores, offices, schools, churches, hospitals, and military facilities.

Our Vision is to build a network of South Texas construction professionals dedicated to improving the construction industry through leadership and quality service.

The San Antonio Chapter affiliates with the other eleven Texas building chapters under the auspices of the [Texas Building Branch](#). Primarily, the TBB serves the chapters by providing state government relations services. TBB also produces the renowned Outstanding Construction Awards competition.

The [Associated General Contractors of America](#) was founded in 1918. It includes more than 33,000 firms and is the largest and oldest construction trade association in the United States. Members of the AGC of America are dedicated to skill, integrity, and responsibility.

### **OVERVIEW OF RESPONSIBILITIES**

The President is the leader of the organization, establishing a vision for local construction industry and community impact that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers alike. The President leverages the power of relationships and networks, and works across private, public and corporate sectors to improve conditions for the construction industry and our community. The President possesses a high level of broad business and management skills and is effective at generating resources and financial support for the organization. The President is the steward of the brand and understands his/her role in growing and protecting the reputation of AGC. S/he is responsible for building trust in AGC and its relevance in the community. S/he values network and strives to leverage AGC's breadth

of community presence, relationships, and strategy.

### **THE TOP PRIORITIES FOR THE PRESIDENT ARE:**

- Enhance the Association's leadership position as the greater San Antonio area's premier construction association.
- Work in conjunction with the Board of Directors and chapter staff to execute the chapter's strategic plan, vision, and mission.
- Serve as THE face and THE voice of the Association.
- Establish and build relationships with top leaders in the community.
- Ensure exceptional standards of quality, safety and labor relations.
- Successfully deliver Association services.
- Accomplish annual Chapter goals and plans.
- Lead chapter staff to ensure strong performance and engagement.
- Ensure financial integrity, including budget performance and good fiscal execution.

### **KEY RESPONSIBILITIES/ESSENTIAL FUNCTIONS**

**The major responsibilities of this position include, but are not limited to:**

#### **Political Advocacy**

Actively protects chapter interests through leveraging relationships with city, county, state, and national political agencies and representatives to advise and steer policy as it is being created. Serve as the AGC liaison to government agencies and industry groups. Maintain regular contact with AGC of America, other Texas AGC Chapters, and governmental agencies. Become active in the AGC America Executive Leadership Council. Provides proactive and enthusiastic leadership for association relations to enhance influence with legislators, local government, community leaders and special interest groups.

#### **Business Development**

The President is charged with driving the growth of the Chapter; identify, cultivate and solicit prospective members and key leaders of prospective new corporate partners; leverage personal and professional contacts and relationships into membership, sponsorship and revenue growth opportunities; promote a culture of engagement in the organization, both at the staff and board level.

The President is responsible for enhancing the Association's leadership position as the greater San Antonio area's premier construction association and serves as THE face and THE voice of the AGC. The President is expected to be an active member of business coalitions and other community/industry organizations that further the AGC's mission and vision. The President works closely with the Board to craft and adapt the strategy to achieve this increased impact, including engaging membership to support it.

S/he will establish and build relationships with top leaders in the community, including those representing the highest levels in business, government and non-profit sectors.

### **Strategic Management**

The President serves as the principal resource to the Board of Directors and its key committees and provides strong direction in policy formulation and interpretation. S/he partners with the Board of Directors and the Senior Leadership team to craft organizational goals and develops strategies to ensure that they are achieved. S/he ensures coordination and alignment of all AGC activities to strategic direction in the areas of industry/community impact, resource development, and staff alignment.

### **Organization Management**

The President is accountable for building and leading high-performing teams, ensuring all teams are aligned and collaborating to achieve organizational results. S/he maintains accountability for the operational and fiscal integrity of the organization within policies set by the Board of Directors. The President assesses organizational capacity to implement strategies and identify gaps in systems and staffing; directly supervises Senior Leadership positions and establishes individual goals; works with the Finance and the Board of Directors to manage organizational spending, monitor budget compliance, and mitigate financial risks; and ensures that goals of inclusiveness and diversity among staff, members, and volunteers are met. The President also ensures that the chapter building and grounds are properly maintained.

### **EXPERIENCE/POSITION REQUIREMENTS**

- Has exhibited being a leader of leaders in the community and industry
- Substantial experience working in the non-profit sector (AGC experience is desirable) and interacting with volunteers and diverse boards. Alternatively, extensive senior strategic leadership experience in the management of organizations of comparable size and mission.
- Expertise on issues relevant to the organization.
- Ability to command the confidence and respect of stakeholders.
- A demonstrated track record of promoting diversity and an ability to build collaboration with the community at-large.
- +5 years' experience in a Senior Strategic Leadership required, 3 years in role may substitute with an advanced degree
- Experience in or across multiple sectors, including non-profit, public and corporate environments.
- Experience in developing partnerships, building teams and conflict management.
- Experience in building revenue and increasing member engagement.
- Must demonstrate a high level of intelligence, intellectual curiosity, and a desire to explore new ideas and innovative approaches to solving problems.

S/he has unquestioned integrity; a long-term perspective; a strong sense of

accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; a high energy level and sense of humor.

### **Education Background**

Undergraduate degree required. Training, experience or advanced degree preferred in business, law, public administration, or non-profit management.

### **WORK ENVIRONMENT**

Under normal conditions, work is in an office setting. However, special events are a cornerstone of AGC offerings and membership. The President must be able to lead his/her team as they prepare for and host large, special events several times a year. There is regularly a need to meet after or before normal business hours. Travel is required for State and National AGC events. Must be able to sit and stand for extended periods of time. Must be able to lift 50 pounds.

### **CORE COMPETENCIES REQUIRED FOR THIS POSITION**

**Mission-Focused:** Catalyze others' commitment to mission to create real social change that leads to better lives and healthier communities. This drives their performance and professional motivations.

**Relationship-Oriented:** Understands that people come before process and is astute in cultivating and managing relationships toward a common goal.

**Collaborator:** understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

**Results-Driven:** Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

**Brand Steward:** Steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

**Visionary:** Confronts the complex realities of the environment and simultaneously maintains faith in a different and better future, providing purpose, direction, and motivation.

**Team-Builder:** First ensures that the right people are in the right roles at the right times; fostering commitment, trust, and collaboration among multi-cultural leaders and stakeholders.

**Outward Turning:** Understands the dynamics of local, regional, and national environments, and works on an agenda rooted in the community's own perception of its needs and aspirations.

**Business Acumen:** Possesses a high-level of broad business and management skills and is effective at generating financial support for the organization.

**Network-Oriented:** Values the power of networks; striving to leverage AGC's breadth of community presence, relationships, and strategy.

**TO APPLY**

To apply, please send your resume and cover letter, including salary requirements, to [elisa@brewerprattsolutions.com](mailto:elisa@brewerprattsolutions.com).

The San Antonio Chapter AGC is an equal opportunity employer and offers a competitive salary and generous benefits package. To learn more please visit <https://www.sanantonioagc.org/>.