



## Executive Director | National Construction Company

Represented by Wentworth Executive Recruiting | Retained Search Firm

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### **OVERVIEW** – Executive Director Position

Plans, directs, and ensures the successful management of multiple projects and/or Programs in the broad public market sectors of Education, Civic, Healthcare, Life Science and Emergency Services. Leads and develops project teams and individuals, including Project Directors and Project Managers. Ensures company standards and values are maintained throughout the programs and projects. This position reports to the Regional Executive in the Bay Area.

### **RESPONSIBILITIES**

- Develops strategy and leads business development efforts in coordination with our business development team including the preparation of proposals and presentations for new work.
- Plans, directs, and is accountable for the achievement of sales, revenue and profit objectives and effective management of overhead costs including labor utilization.
- Develops, implements, and executes short and long-range goals and objectives to support sales, profit, and overall company objectives.
- Reviews analyses of activities, costs, operations and forecast data to determine progress toward organizational goals and objectives.
- Ensures operations are executed in accordance with company and project policies and procedures.
- Maintains and ensures client satisfaction and effectively resolves complaints when necessary to secure repeat business.
- Leads and coordinates preparation and negotiation of owner contracts and ensures all aspects of owner contracts are accomplished.
- Ensures delivery and adherence to contractual requirements and project progress and that all aspects of the owner contracts are accomplished.

Maintains high quality standards, understands key process issues, and ensures implementation of process improvements for all supervised work.

- Identifies and manages risk, while advises and confers with vice president prior to implementing risk mitigation actions.
- Participates in management meetings and executes assigned deliverables in a timely manner.
- Actively participates in the business community and builds relationships within the industry to generate and enhance business opportunities.
- Develops staffing strategy and structure to meet growth objectives and requirements of the programs or projects.
- Implements succession planning and management objectives of project staff to ensure leadership continuity in the company.
- Proactively directs, supports, and ensures the training and professional development of teams and employees.
- Directs, maintains, and ensures effective staffing and compensation of employees in accordance company policies and procedures.

## QUALIFICATIONS

- Bachelor's degree in Architecture, Engineering, CM, or related field is required.
- 15 or more years of progressive and position related work experience in construction management with at least 10 years related work experience managing five or more employees is required.
- Successfully directed the work and managed financials of at least three projects or programs simultaneously is required.
- Certified Construction Manager (CCM) Certification is preferred.
- Design Build Institute of America (DBIA) Certification is preferred.
- LEED Professional Accreditation is preferred.
- Knowledge of architecture, engineering and construction management industry including current conditions and industry network is required.
- Proficient use of the MS Suite of software is required, and project management (Prolog) and scheduling database (P6) software is strong preferred.
- Effective verbal and written communication skills, including the advanced ability to foster and maintain effective interpersonal relationships is required.
- Ability to provide advanced leadership and financial management support to multiple project teams is required.
- Ability to maintain the highest level of confidentiality and to demonstrate and model the competencies of communication, conflict resolution and building teamwork is required.
- Commitment to the values of the company with attention to honesty and integrity, quality of work, customer satisfaction, people development, profitability and managing change is required.

**Exceptional compensation package. Thank you for your interest in this position.**