**EXECUTIVE DIRECTOR JOB DESCRIPTION**

The Executive Director is a full-time leadership position with the Minnesota State Building and Construction Trades Council. The Executive Director is responsible for managing the day-to-day operations and activities of the Council as described below. The Executive Director reports directly to the President and Executive Board of the Council.

**ROLES AND RESPONSIBILITIES**

**Organizational Leadership and Strategic Planning**

* Serve as a leader and representative of Minnesota’s building trades unions
* Develop and implement strategic plans for the Council in conjunction with the President and Executive Board
* Make recommendations for budgets
* Make recommendations for hiring staff to help perform the functions described below
* Provide day-to-day oversight of staff to ensure that they perform the functions listed below effectively and in a coordinated fashion under a common vision

**Politics and Government Relations**

* With the guidance of the President and Executive Board, develop and implement the Council’s political strategy, including political contributions, endorsements, and other political campaign activity to advance the Council’s priorities
* Coordinate with affiliates to develop and advance the Council’s legislative agenda.
* Advocate for the Council’s policy priorities with the Legislature and executive branch
* Develop and maintain relationships with legislators, executive branch agencies, other advocates, and lobbyists to achieve strategic objectives
* Work with state agencies when state emergencies affect building trade industries.
* Monitor, track, report, and respond to state and federal legislative and policy initiatives affecting the Council
* Serve as the Worker Rep./Chair of the Minnesota Apprenticeship Advisory Council

**Assisting the Work of Local Area Councils**

* Assist Local Area Councils with policy and legislative advocacy with local decision-makers, including with adoption of project labor agreements, local prevailing wage policies, or responsible contractor requirements
* Assist Local Councils with developing and implementing plans to expand market share in their areas

**Marketing and Promotion of the Unionized Construction Industry**

* Develop and implement a marketing campaign to promote the unionized construction industry and counteract attacks on unions
* Develop and implement a communications strategy for the Council

**Prevailing Wage, Responsible Contractor, and Best Value Contracting**

* Lead efforts to enforce state, federal, and local prevailing wage, responsible contractor, and best value contracting provisions
* Advocate for adopting, using, and strengthening prevailing wage, responsible contractor, and best value contracting requirements at all levels of government

**Workforce Development/ Diversity and Inclusion**

* Develop and implement a Council strategy for attracting and retaining new workers, particularly people of color and women, in the unionized construction industry
* Develop and implement a strategy for community engagement and partnerships with diverse communities statewide as well as employer partnerships to promote diversity.

**Collective Bargaining and Dispute Resolution**

* Negotiate and enforce site agreements, including with Xcel Energy and the University of Minnesota, and any other agreements where a statewide role is appropriate
* Assist affiliates with mediating or resolving disputes among them
* Enhance relationships with contractors, associations, and end users

**Operations**

* Attend the meetings of the Executive Board and the annual Convention and attend other meetings on Council Business as directed or as appropriate
* Provide a full quarterly report of the Council’s activities to the Executive Board
* Assist the President with administrative duties as directed or appropriate, including helping prepare for meetings and for the annual Convention and assisting in the preparation of reports to be provided to the Council
* Ensure proper record-keeping and compliance with applicable fiduciary and reporting and disclosure laws in the Council’s operations
* Perform any other duties as directed by the President and/or Executive Board

**QUALIFICATIONS**

1. A demonstrated commitment to the unionized construction industry, to labor unions, and/or to the labor movement
2. Experience and skills in leadership, management, and strategic planning
3. Experience and skills with lobbying and/or government relations
4. Familiarity with the construction industry, preferably with hands-on experience as a union craftsperson
5. Strong public speaking and networking skills
6. Ability to find solutions to complex problems and bring together parties with differing viewpoints and interests
7. Self-starter with a strong work ethic and high level of motivation
8. Strong relationships in the Minnesota construction industry and politics are preferred