

PBDG (Professional Business Development) Foundation

Executive Director

Full-time/Salaried/Exempt

Competitive Pay

Reports to: Board of Directors

Supervises: All program and administrative staff.

Primary responsibilities

Lead the Foundation to deliver excellent services which build the core competencies and capabilities of the business's served, i.e., BIPOC and women-owned businesses in the construction industry. Provide clear direction, develop staff, create a network of partners and professional resources, and consistently create brand value. Collaborate with the Association CEO to improve bottom line success for clients and members and leverage the strategic alliance between the Foundation (501c3) and the Association (501c6).

Operations

- Plan, organize, and direct all Foundation administrative operations and programs.
- Develop, improve, and implement business policies and operational procedures.
- Establish key performance metrics (KPIs)
- Monitor KPIs and adapt approach as needed to foster continuous process improvement.
- Deliver contracted administrative support, marketing collateral and event management to the Association. Manage expectations within budget and work cooperatively with Association CEO.

Grant Solicitation and Management

- Solicit, secure and deliver grant commitments. Work with grant writers as needed.
- Ensure that program outcomes meet or exceed strategic goals and objectives.
- Maintain positive relationships with funders.
- Keep all grant commitments in compliance.

Finance

- Develop, submit, and secure Board approval of an annual budget by November of the preceding year.
- Apply reasonable standards of internal audit to protect the organization's assets.
- Meet with the Board Treasurer at least monthly.
- Produce and present budget reports monthly for Board review and acceptance.
- Bring to the Board's attention any financial risks. Propose solutions to mitigate those risks.

Outreach

- Develop meaningful relationships with partners to secure first in line notification of subcontract opportunities.
- Create a network of industry experts to serve PBDG client and association member needs for training and overall capability building.
- Stay current on trends and changes in the regional construction industry, specifically as it relates to opportunities for members and other stakeholders.

Marketing & Messaging

- Ensure the organization's digital presence is kept current and professional.

- Lead the creation of printed collateral materials to promote the PBDG Foundation and Association joint offering.
- Work with the Board and contracted service providers to keep the brand messaging clear and fresh.
- Participate in industry events and promote the organization's value and build its network of engagement and support.

Team Development

- Retain a diverse, highly qualified staff that grow and develop with the organization.
- Conduct regular staff meetings to facilitate communication, promptly address any issues and align staff on a clear path of commitment.
- Set goals and hold staff accountable.

Qualifications

- At least 5 years of experience in a similar leadership position.
- Experience and skills working with a Board of Directors of both a 501(c)3 and 501(c)6 organization.
- Proven outcomes from leadership, coaching and staff development.
- High-level strategic thinking and planning.

- Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and others.
- Excellent financial management skills, including budget preparation, analysis, decision making and reporting.
- Demonstrable public speaking ability
- Membership development success
- Previous success in establishing relationships with individuals and organizations of influence, including industry partners and volunteers.
- Brand development understanding and past success facilitating and promotion of an organization's image.

About PBDG

PBDG is a BIPOC-founded and BIPOC-led trade association committed to advancing policy, inclusion, and equitable opportunity within the construction industry while providing robust, wrap-around technical-assistance services to businesses in need of our support. PBDG serves members in the Oregon and SW-Washington area. <https://pbdgweb.com/>

Contact Us to Apply

Submit a cover letter and resume to careers@pbdgweb.com.