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# ACPA-SE Chapter Executive Director

**Location:** Southeast Region (AL, GA, MS, NC, SC, TN)

**Travel Required:** ~60%

**Employment Type:** Full-Time, Exempt

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## About the Role

Are you a strategic leader with a passion for infrastructure, advocacy, and industry growth? The ACPA Southeast Chapter is seeking a dynamic and driven Executive Director to lead our regional efforts in promoting concrete pavement solutions. This role offers the opportunity to influence public policy, engage with key stakeholders, and grow a thriving membership base across six states.

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## Key Responsibilities

### Leadership & Strategy

- Serve as the chief executive of the Chapter, guiding policy development and executing strategic plans approved by the Board of Directors.
- Provide visionary leadership to ensure the Chapter's goals are met and its programs are forward-looking and impactful.
- Collaborate with the Chapter Board and committees to shape initiatives that support industry growth and member success.

### Advocacy & Outreach

- Represent the Chapter to state DOTs, toll authorities, city governments, airports, consulting firms, and industrial/commercial facility owners.
- Promote fair treatment of concrete pavement and advocate for prioritized projects with high success potential.
- Deliver public remarks and presentations at key events, hearings, and meetings, aligned with ACPA National messaging.
- Engage in government affairs, including lobbying and attending campaign/election functions as appropriate.

## **Membership Engagement**

- Lead membership development and retention efforts in partnership with the Membership Committee and ACPA National.
- Actively participate in meetings to recruit and retain members.
- Oversee dues collection and recommend membership changes to the Board.

## **Operations & Administration**

- Manage day-to-day operations, including budgeting, recordkeeping, and safeguarding Chapter assets.
- Coordinate and attend Board and general membership meetings, providing strategic input and background information.
- Hire, train, and manage Chapter staff and consultants in consultation with the Board.

## **Communications**

- Maintain effective relationships with public and private entities to enhance industry perception.
- Plan and execute Chapter communications, including website updates, email campaigns, and news releases.
- Recommend content for ACPA National publications and contribute to broader communication efforts.

## **Professional Development & Collaboration**

- Participate in ACPA National committees and events to stay informed and contribute to national strategy.
- Continuously develop skills and knowledge to effectively represent the industry.
- Facilitate information exchange between Chapter leadership and ACPA National.

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## **Qualifications**

### **Education & Experience**

- Bachelor's degree required; graduate degree preferred.
- Engineering degree and professional license desirable but not required.
- Experience in concrete pavement or related industry strongly preferred.

## Skills & Attributes

- Excellent written and verbal communication skills.
  - Strong sales and relationship-building abilities.
  - Highly organized, efficient, and capable of managing multiple projects.
  - Self-motivated, trustworthy, and able to inspire confidence.
  - Comfortable with extensive travel and flexible scheduling.
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## Work Conditions

- Frequent travel across the Southeast region, including evening events and out-of-state meetings.
  - Office work involving computer use and administrative tasks.
  - Occasional construction site visits requiring mobility and safety awareness.
  - Public speaking engagements requiring clear and confident communication.
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## Management & Reporting

- Directly manages administrative and technical staff, as well as consultants.
  - Reports to the Chapter Chairman and works closely with the Board of Directors.
  - Annual performance evaluations conducted by the Board, with potential for salary adjustments and bonuses.
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## Why Join Us?

- Lead a respected regional chapter with national support.
- Influence transportation policy and infrastructure development.
- Collaborate with industry leaders and public agencies.
- Enjoy autonomy, flexibility, and the chance to make a lasting impact.