

Job Title: Executive Director

Organization: VMA, Inc. – Virginia Masonry Association

Location: State of Virginia

Type: Part – time to start with Full - time potential within a year or so.

About Us:

VMA, Inc. is a leading organization dedicated to promoting and supporting the masonry industry within Virginia. We work with industry professionals, educators, and stakeholders to develop workforce talent, enhance industry standards, and create lasting partnerships.

Position Summary:

We are seeking a dynamic and self-motivated Executive Director to lead our Virginia chapter. The Executive Director will manage operations, coordinate strategic initiatives, and foster relationships with industry stakeholders to ensure alignment with our mission and goals.

Key Responsibilities:

Board Management and Strategic Planning:

- Organize and attend quarterly board meetings, collaborating with the President and Treasurer.
- Create agendas, lead discussions, and document meeting minutes.
- Implement the strategic vision and mission of VMA.

Workforce Development:

- Coordinate participation in career fairs and outreach programs.
- Track and manage potential masonry leads from inquiries.
- Provide resources to masonry education programs.

Technology and Promotion:

- Oversee social media channels and maintain the organization's website.
- Manage newsletters and correspondence with members.

Membership Growth:

- Drive membership recruitment and retention initiatives.

Event Planning:

- Organize events such as the Virginia Masonry Summit and educational workshops for architects and engineers.
- Normally requires 3-4 evening events per year
- Secure sponsorships and manage event budgets.

Fundraising:

- Oversee fundraising initiatives.
- Collaborate with the Treasurer to manage incoming funds.

Relationship Management:

- Build strong partnerships with educational institutions, industry associations, and government departments.

General Administration:

- Serve as the primary point of contact for the organization.
- Handle incoming calls, emails, and correspondence or delegate as necessary.

Qualifications:

- Preferred proven experience in apprenticeship programs, workplace development or nonprofit.
- Excellent organizational and interpersonal skills.
- Strong written and verbal communication abilities.
- Experience in event planning, fundraising, or workforce development is a plus.
- Proficiency in social media management, website maintenance, and graphic design is desirable.

Compensation and Benefits:

Remote work - \$ 30 per hour with chapter furnished computer, printer and all necessary materials. Mileage and expense reimbursement for all travel.

How to Apply:

Interested candidates are encouraged to submit their resume and cover letter to mchaney@jamesriverexteriors.com. Applications will be reviewed on a rolling basis until the position is filled.

Join Us:

Be part of a dedicated team that's shaping the future of masonry and construction in Virginia. Apply today to lead initiatives that make a real impact!
