

Job Title: Executive Director

Organization: VMA- Virginia Masonry Association – Central Virginia Chapter

Location: Richmond, Va and surrounding counties

Type: Part- time (15 – 20 hours per week on average)

About Us:

The VMA Central Virginia Chapter is a dedicated organization focused on supporting the masonry industry by advancing apprenticeship programs, workforce development, and professional growth. Our mission is to foster connections, provide education, and strengthen the future of masonry in our region.

Position Summary:

The Executive Director will oversee the operations and strategic initiatives of the VMA Central Virginia Chapter. This role includes managing apprenticeship programs, coordinating with the Board of Directors, organizing events, and driving membership growth.

Key Responsibilities:

Apprenticeship Training Program:

- Manage the application and enrollment process for apprentices.
- Track apprentices' progress, including competencies, class completions, grades, and wages.
- Ensure employers/mentors meet Master Employer expectations (e.g., wage increases, on-the-job training opportunities).
- Organize apprenticeship classes, including scheduling, promoting, and arranging for classrooms, instructors, and materials.
- Maintain and update program brochures and curriculum.

Board Management and Strategic Planning:

- Organize and attend monthly board meetings.
- Create agendas, document meeting minutes, and collaborate with the President and Treasurer.
- Ensure adherence to the mission and strategic vision of the organization.

Membership Development:

- Increase membership and ensure member retention through outreach and relationship building.

Event Planning:

- Plan and execute events such as the Annual Golf Tournament, networking opportunities, and educational sessions for architects and engineers.
- Secure sponsorships and create post-event budget reports.

Workforce Development:

- Promote masonry and apprenticeship programs at local career fairs and events.
- Build relationships with local CTE directors, instructors, and guidance counselors.

General Administration:

- Act as the primary point of contact for the organization.
- Oversee incoming calls, emails, and correspondence, delegating tasks as necessary.
- Manage graphic design and maintain promotional materials.
- Spanish-speaking skills are a plus.

Billing and Fundraising:

- Create and send invoices, tracking payments effectively.
- Support fundraising efforts through event sponsorships and donor engagement.

Professional Relationships:

- Collaborate with local masonry and building trade professionals, SkillsUSA Virginia, and the AIA Richmond Chapter.
- Represent the organization at CTE events, signing days, and other relevant functions.

Qualifications:

- Experience in apprenticeship programs, workforce development, or nonprofit management.
- Strong organizational and communication skills.
- Proficiency in event planning and fundraising.
- Ability to work independently and collaboratively with diverse stakeholders.
- Graphic design skills and Spanish-speaking ability are advantageous.

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:

Submit your resume and cover letter to mchaney@jamesriverexteriors.com by March 1, 2025. Applications will be reviewed on a rolling basis.

Join Us:

Make a meaningful impact by leading efforts to grow and strengthen the masonry industry in Central Virginia. Apply today to join a team dedicated to building a skilled workforce for the future!