

## **Associated General Contractors of Georgia, Inc. seeks Chief Executive Officer**



July 8, 2024

Applications will be accepted throughout the summer and interviews with finalists will take place in late 2024. The selected candidate will accept the role of Executive Vice President throughout 2025 while working under the mentorship of the current CEO of 29 years, and upon his retirement, transition to the role of CEO on January 1, 2026.

AGC Georgia is a 501(c)6 statewide trade association that was founded in 1928. It is one of 89 chapters of the Associated General Contractors of America, Inc. and headquartered in northwest metro Atlanta. AGC Georgia's most recent honor was being named AGC of America's Large Chapter of the Year in 2023.

The association has over 600 member firms (general and specialty contractors, suppliers and service providers) throughout Georgia representing the commercial construction industry. The professional staff is comprised of 12 full-time and 2 part-time employees and operates on a \$4.5 million budget and has a healthy investment portfolio.

Other entities under the AGC Georgia umbrella include a 501(c)3 foundation, a state political action committee and a \$200+ million multiple employer retirement plan. Contractor members also have access to the association's 40+ year old mutual captive insurance company worker's compensation program.

The association owns and manages its headquarters that was completely renovated in 2021. The free standing 20,000 sf building includes 6,000 sf of dedicated office space for association employees. Another 6,000 sf is occupied by a non-profit tenant and the remaining space is a multi-room training center complete with a catering kitchen.

# AGC Georgia

## Executive Search Task Force



**OBJECTIVE:** The Executive Search Task Force (ESTF) will recommend a final Chief Executive Officer (CEO) candidate for approval by the AGC Georgia Board of Directors.

**AUTHORITY, PROCESS & RESPONSIBILITIES:** The ESTF is comprised of AGC Georgia volunteer leaders. Appointed and approved by the AGC Georgia Board of Directors, the ESTF will conduct the executive search process and will oversee the development of the job description, marketing of the opportunity, and vetting of interested candidates. The ESTF will work with outgoing CEO Mike Dunham. The ESTF will identify, vet, and recommend a short-list of best candidates for the CEO position. The ESTF will recommend the one top CEO candidate to be hired by the Board of Directors. The ESTF will also recommend a compensation package and terms of employment, using the AGC of America Salary Survey and outgoing CEO knowledge of market conditions as a guide. The AGC Georgia Board of Directors will vote to approve the recommendation and employ the new CEO.

The ESTF shall serve through the duration of the search and approval process. The successful candidate will report to Mike Dunham from January 1, 2025 – December 31, 2025, and then to the Board of Directors beginning January 1, 2026.

**ESTF TIMELINE:** June 2024 – December 2024

### ESTF MEMBERS

Chapter Role	Name	Company
1. Immediate Past President	Brian Newsome	Albion General Contractors
2. President 2024-2025	Joe Tuggle	Tuggle Construction, LLC
3. President 2025-2026	Mike Macon	Balfour Beatty Construction
4. President 2026-2027	Sean Moxley	Garbutt Construction Company
5. President 2027-2028	Scott Lawrence	McCarthy Building Companies, Inc.
6. Past President from 2009-2010	Dan Baker*	Duffey Southeast, Inc.
7. Past President from 2013-2014	Dave Cyr*	Parrish Construction Group, Inc.
8. Past President from 2016-2017	Randy Hall*	Batson-Cook Construction
9. Past President from 2017-2018	Scott Clark*	R. W. Allen Construction

\* Serves on AGC of America's Board of Elected Governors

### ESTF RESPONSIBILITIES

- Review Job Description
- Review Job Posting
- Review Shortened List of Candidates
- Conduct Zoom Interviews
- Meet Final Candidates
- Recommend Top Candidate to AGC Georgia Board

### TMELINE

- June 2024 -- Job Description
- July 2024 -- Job Posting
- August/September/October 2024 -- Review and Interviews
- November 2024 – Recommend Candidate for Employment to Board of Directors
- January 2025 -- Start Date

### JOB POSTING

- AGC of America Network
- American Society of Association Executive (ASAE)
- Chamber of Commerce Networks
- Economic Development Networks



Associated General Contractors of Georgia, Inc.  
1940 The Exchange | Atlanta, GA 30339

[www.agcga.org](http://www.agcga.org)

## Job Description for **CHIEF EXECUTIVE OFFICER**

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**REPORTS TO:** Board of Directors

**POSITION PURPOSE:** Provide the overall leadership, strategic management, planning, resource allocation, tactical administration and day-to-day operation of the Association including headquarters and field activities plus oversight of all staff and their accountability to ensure exceptional value and service is provided to members, corporate objectives are attained, and a successful, growing organization is sustained, all in keeping with the Association's vision, mission and core values.

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**RESPONSIBILITIES:** The Chief Executive Officer is accountable to the Board of Directors and Executive Committee. The Chief Executive Officer oversees the work of the collective staff. Chief Executive Officer has the following areas of responsibility:

1. Serve as staff liaison with Board of Directors assisting the Board in successfully performing their governance and fiduciary roles
2. Motivate staff to consistently achieve as a high-performing team to maximize their effectiveness in meeting member and organizational needs
3. Oversee and participate in member development and engagement efforts to ensure quality growth of organization and achievement of annual goals
4. Demonstrate leadership to enhance the stature, reputation and image of AGC Georgia
5. Advocate for comprehensive construction industry workforce development
6. Serve as staff liaison on matters relating to affiliated internal and external entities

**ESSENTIAL DUTIES:** To fulfill the areas of responsibility of the Chief Executive Officer, the following must be performed:

1. **Serve as staff liaison with Board of Directors assisting the Board in successfully performing their governance and fiduciary roles**
  - a. Orients new and existing Board members to their roles and responsibilities and acquaints them with the Chapter, its services, programs and organizational structure.
  - b. Convenes Board meetings to report Association activities to Board members and bring major issues, accomplishments, and activity updates to their attention.
  - c. Keeps Board members up to date on Strategic Plan accomplishments and progress

- d. Prepares and monitors the annual budget, making recommendations to the Board for their approval and keeping them informed throughout the year.
- e. Assures the financial records, board minutes and all documents required by state and federal laws are maintained in an acceptable format.
- f. Supervises and ensures the Strategic/Business Plan is successfully implemented.
- g. Guide the nominating committee for new Board appointments and assist the Committee in inviting new Board members to participate.
- h. Takes the lead in bringing the Board's attention to new opportunities that will deliver value to the AGC Georgia membership.

**2. Motivate staff to consistently achieve as a high-performing team to maximize their effectiveness in meeting member and organizational needs**

- a. Defines specific staff roles, responsibilities and expectations and makes sure staff members are fulfilling these to the best of their abilities or are provided with the necessary resources and training needed to perform as expected.
- b. Effectively delegates and holds staff accountable for expected results using regular feedback sessions.
- c. Helps individual staff members set annual and monthly goals and priorities to achieve objectives and encourage progress in implementing the Strategic/Business Plan.
- d. Initiates regular meetings with direct reports to oversee quality of their efforts and provide coaching, feedback and direction as needed.
- e. Takes an active role in working with others on staff to plan major programs and events, enhance service delivery, and take current efforts to a higher and better level rather than relying on status quo way of doing things.
- f. Convenes regular staff meetings to facilitate improved staff communication, problem solving, planning, and teambuilding to insure all are on the same page and working together to meet goals.
- g. Studies and benchmarks with high-performing teams to learn new ways to maximize team effectiveness and increase output.

**3. Oversee and participate in member development and engagement efforts to ensure quality growth of organization and achievement of annual goals**

- a. Holds staff accountable for their efforts in conducting quality member visits and documenting these visits to better understand what is most important to members.
- b. Works together with staff to develop new member goals and member retention goals and communicates these goals to the Board.

- c. Develop relationships with members and industry leaders.
- d. Identify prospective members and collaborate with staff and other members to help drive recruitment.
- e. Keeps staff fully informed about industry news that is important to members so all staff can communicate this information to members.

#### **4. Demonstrate leadership to enhance the stature, reputation and image of AGC Georgia**

- a. Be a liaison to numerous advisory boards including but not limited to Georgia Southern University, Georgia Institute of Technology, and Kennesaw State University's Construction Management Programs.
- b. Serves as the Association spokesman with excellent public speaking acumen and ease in making public presentations to diverse audiences; comfortable with talking with the media during formal interviews or spontaneously.
- c. Attends major industry events and meetings (local, state and federal agencies and community groups) on behalf of the Association.
- d. Maintains an active presence and leadership role in AGC of America, including the Executive Leadership Council (ELC) and numerous conferences.
- e. Maintains membership in the American Society of Association Executives (ASAE) and the Georgia Society of Association Executives (GSAE), along with other groups that can enhance the Association's position within the community.
- f. Serves as an active Registered Lobbyist on behalf of the Association and construction industry.
- g. Develops a working knowledge of business practices important to construction industry, including labor relations, safety and regulatory environment, existing and future legal decisions impacting construction.

#### **5. Advocate for comprehensive construction industry workforce development**

- a. Collaborate with university degree programs supporting construction industry's demand for qualified college graduates.
- b. Collaborate with K-12 academic leaders at the local district level and representatives with Georgia Department of Education's CTAE department. Collaborate with local college leadership and agency representatives within the Technical College System of Georgia.
- c. Collaborate with Construction Ready and SkillsUSA Georgia to promote careers in construction.

## 6. Serve as staff liaison on matters relating to affiliated internal and external entities

### a. CompTrustAGC Mutual Captive Insurance Company

- i. Serves as CompTrustAGC Mutual Captive Insurance Company's liaison to AGC Georgia through attendance of all program Board meetings.
- ii. Maximize efforts between CompTrust AGC Mutual Captive Insurance Company and AGC Georgia to encourage full utilization of association services while ensuring all eligible members are in the workers' compensation program.
- iii. Collaborates with CompTrustAGC Mutual Captive Insurance Company to provide safety curriculum to contractor policy holders.

### b. AGC Georgia Political Action Committee

- i. Ensures accurate recordkeeping as required by state laws.
- ii. Solicits contributions from AGC Georgia member firms and individuals to successfully support the election of pro-business, pro-construction candidates to office.

### c. AGC of America Political Action Committee

- i. Meet annual goal of 100% of AGC Georgia Board members contributing to the federal PAC.
- ii. Collaborate with the member chosen to represent the state of Georgia on the AGC of America PAC Board.
- iii. Collaborate with the member chosen to represent the region of territory of Georgia, Florida and Puerto Rico on the AGC of America PAC Board.

### d. AGC Georgia Foundation

- i. Serves as Board member with AGC Georgia Executive Committee members, overseeing all financial matters.
- ii. Facilitate fundraising opportunities to enhance the mission.

### e. AGC Retirement Savings Plan

- i. Serves as the sole Trustee and Fiduciary Officer.

### f. External Entities

- i. Work with strategic partners, including corporate sponsors, to bring value to the membership.

## QUALIFICATIONS

<b>Education</b>	College degree with ongoing formal and informal executive development training is preferred.
<b>Required</b>	Knowledge of sound business, financial, non-profit management and governance practices is required and familiarity with the construction industry is a plus.  Minimum ten years of successful non-profit or trade association executive management and fiduciary experience involving closely working with a Board of Directors. Familiar with navigating challenges and opportunities with a large, membership-based, statewide organization is preferred.
<b>Skills/Abilities</b>	Possess strong leadership, administration and advocacy skills Demonstrate excellent written and oral communication skills both in print and digital environments Have a mastery of modern technology including commonly used Microsoft Office programs Highly organized Exhibit the understanding and desire to run an efficient and responsive staff Anticipate, recommend and implement changes as needed Demonstrate comfort working effectively in fast-paced environment Relate well to all types of people in all levels of a business structure Possess strong interpersonal and customer service skills Demonstrate a positive attitude and ability to command respect from Board members, customers/members, political, business and community leaders, industry officials, coworkers, etc. Inspire others to grow, develop and do their best work Demonstrate good common sense and practical business judgment Show a willingness to learn and adapt
<b>Working Conditions</b>	Must be able to work unconventional hours, be available to association leadership at all times and travel regularly in and out of Georgia by car or air. Approximately 30% travel per calendar year.
<b>Compensation</b>	Salary is commensurate with experience and includes opportunity for bonus. Benefits package includes PTO, medical, LT/ST disability and 401K.
<b>Apply</b>	Interested candidates should submit a cover letter and resume to ESTF@agcga.org with the subject line "CEO Position" demonstrating experience and knowledge in leading both a 501(c)6 and 501(c)3. The documents should reflect a successful career path and track record of leading and mentoring diverse teams, along with engaging volunteer leaders within an organization. Include details of leadership with strategic planning, member growth, fiscal management, and board governance.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*