

# EXECUTIVE SEARCH



CONSTRUCTION  
SUPPLIERS  
ASSOCIATION

President



SEARCH CONDUCTED BY

**STERLING | MARTIN**  
a s s o c i a t e s

# The Opportunity

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As the chief staff executive, the President of the Construction Suppliers Association (CSA) assures the continued health and long-term viability of the organization. Reporting to and working closely with the Board of Directors, the President serves to establish an appropriate strategic direction for the organization, provide leadership in implementing appropriate strategic initiatives, and provide management and oversight of all organizational resources. The President is responsible for an annual budget of approximately \$1.5M and is accountable for the development of financial strategies to support the Association's mission and diversify revenue streams. In accordance with contractual agreement, CSA oversees the administration of the Workers' Compensation Self-Insured Fund.

## About CSA

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CSA is the building material trade association for independent building supply companies in Alabama, Georgia, Louisiana, Mississippi, and Oklahoma. Members include retail dealers, vendors, suppliers, and manufacturers that join as either dealer members or supplier members. Located in Tyrone, GA, just south of Atlanta, CSA's staff of professionals works to connect members with the resources they need to successfully manage and grow profitable businesses. The Association provides members with educational opportunities, including access to collaborative learning groups, online education, workshops, and seminars. CSA makes it easy for members to stay up to date on and in compliance with the latest human resources, safety, and Department of Transportation regulations and provides safety audits and training. CSA also manages and administers a Workers' Compensation Self-Insured Fund for about 80 members with a premium of roughly \$3.1M.

## The President Role

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### Essential Duties and Responsibilities

- Provide appropriate direction and operational support to the Board and its designated committees.
- Assure effective communication between the Board, designated committees, and members of the CSA staff.
- Develop systems and practices to assure transparency in all association-related matters.
- Manage the human resources of the CSA staff to ensure that necessary work is done well and done in a manner that is both efficient and effective.
- Provide leadership and performance management to CSA staff professionals.
- Serve as the "face" and "voice" of the association to both membership and appropriate external audiences, including government relations as necessary.
- Maintain and implement an appropriate PR plan to establish and perpetuate a positive image for the association and its membership.

### Operations Leadership

- Adhere to organizational policies and bylaws.

- Assure compliance with all government and legal regulations relating to the functioning of the organization and related personnel.
- Serve as steward of all CSA operational funds to include budget development, management, audit and control procedures.
- Serve as steward of all CSA property including all aspects of building maintenance and property control.
- Develop and implement appropriate budget policies and practices.
- Manage and direct all day-to-day Association administration, operations, and events.
- Determine appropriate goals and objectives for CSA staff of four and set performance expectations to achieve the work of the organization.
- Develop staff members' abilities while looking for and capitalizing on opportunities to motivate, celebrate, and reward performance that achieves objectives.
- Direct and oversee activities of contracted external service providers.

### **Governance**

- Serve as chief liaison to the CSA Board of Directors.
- Lead efforts to identify and define strategic direction for the organization; develop and implement programs to reach identified organizational objectives.
- Serve as CSA representative at appropriate local, regional, and national meetings.
- Stay abreast of association management trends, programs, and practices to assure that CSA remains a "cutting edge" organization.
- Assist the Board in formulating policy and procedures and implement those policies.
- Be alert to things that need to be done and, without being asked, take initiative to oversee their completion.

### **Advocacy**

- Serve as chief government relations officer for the organization.
- Represent CSA and members' companies with governmental, non-governmental, trade, media, and other stakeholder groups to promote the interests of members.

### **Contribute to Member and Organizational Success**

- With Board input and direction, enhance the membership value through the design, execution, refinement, or sunseting of programs, services, and benefits.
- Grow membership through proactive recruitment and retention efforts and effective marketing strategies.
- Be creative in developing and diversifying revenue streams for the organization.
- Work closely with, collaborate, and interact with members.

### **Required Skills, Experience, and Qualifications**

- A Bachelor's degree, Master's preferred.
- Five years of association management experience or equivalent industry management experience; CAE preferred.
- Knowledge of associations and the work of association management.
- Experience with budgets and financial management.
- Strong interpersonal skills.
- Strong communication skills.
- A valid driver's license and insurability on CSA's driver's insurance policy.

## Personal Qualities and Competencies

- Demonstrated proactive approach to problem-solving with strong decision-making and critical-thinking capabilities.
- Commitment to delivering a high-quality and accurate work product with attention to detail.
- A positive outlook, emotional maturity, and even-keeled demeanor.
- Excellent interpersonal skills to effectively work across a wide spectrum of constituents and enable the development of trusting relationships with key stakeholders.
- Ability to travel up to 70 percent.
- Candidates from historically underrepresented and marginalized communities are encouraged to apply.

## Compensation

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A competitive compensation package will be offered to attract an outstanding candidate.

## To Apply

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To apply, please send a cover letter and current resume (Microsoft Word® format preferred) [here](#). The cover letter should outline how your experience fits the requirements of the position as this will be an important factor in considering your candidacy.

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## Additional Information

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