

Job Posting

Executive Director, Insulating Concrete Form Manufacturers Association (ICFMA)

Reporting to Chair of the Board and the ICFMA Board of Directors

Role Overview

The Executive Director is the senior operational and strategic leader of the ICFMA, responsible for advancing the Association's mission to promote and enhance the social, environmental, and economic value of insulating concrete forms in the North American marketplace.

This role serves as the public face of the Association, the primary driver of its strategic priorities, and the central coordinator of advocacy, technical excellence, education, marketing, and member engagement. The Executive Director works under the oversight of the Board while operating with a high degree of autonomy in execution.

This role is envisioned as a 4 day (approx. 32 hrs) per week assignment.

Core Responsibilities

Strategic Leadership

- Formulate, execute, and drive the Association's annual strategic plan in alignment with Board direction.
- Act as the primary driver of the Association's identified strategic pillars.
- Set priorities, monitor progress, and report outcomes to the Board.

Membership Growth and Fundraising

- Grow overall membership, including securing at least one additional primary member in the first year.
- Design, launch, and manage an Associate Member program, with a target of recruiting at least twenty associate members within 18 months.
- Strengthen member engagement and reinforce the value proposition of ICFMA membership.
- Pursue available funding sources for research.

Thought Leadership, Education, and Technical Excellence

- Develop and lead the Association’s thought-leadership platform with a focus on technical excellence within the following disciplines:
 - Research
 - Engineering Design
 - Architectural Specifications
 - Best Practices
- In collaboration with the ICFMA Technical Committee:
 - Author and oversee the creation of authoritative white papers, technical documents, presentations and proposals.
 - Create and deliver online and in-person training and continuing education programs.
- Represent the Association on relevant code, standards, and technical committees.

Advocacy and Industry Representation

- Advocate for the ICF industry and reinforce its credibility with regulators, partners, and external stakeholders.
- Represent member interests across industry forums, code bodies such as the Canadian Code Council and IRC, and allied organizations such as ACI and ASTM.
- Liaise with other industry associations, including EPSIA, NRMCA, NRC and NEX to advance shared objectives.
- Serve on the board as the ICFMA representative to the World Insulated Concrete Form Association.

Governance, Committees, and Board Support

- Oversee and manage the Technical Committee and its associated projects.
- Oversee and manage the Marketing Committee and its associated projects.
- Oversee and manage the Education Committee and its associated projects.
- Prepare for, manage, and support Board meetings, communications, and decision-making processes.
- Conduct the Association’s confidential annual survey.

Marketing, Communications, and Public Presence

- Serve as the public face and primary spokesperson of the ICFMA.
- In collaborations with the ICFMA Marketing Committee:
 - Oversee social media, communications, and marketing campaigns.
 - Direct the development and maintenance of marketing collateral, digital assets, and websites.

Financial and Administrative Oversight

- Oversee the financial management and administrative operations of the Association.
- Maintain working knowledge of budgets, financial reporting, and basic accounting practices.

Issue Management and Other Duties

- Respond to incoming inquiries, issues, and member requests.
- Mediate and arbitrate conflicts when required.
- Perform other duties consistent with the role as directed by the Board.

Remuneration and Other Notes

The total remuneration package is a total of \$100,000 per Annum (CAD). This is based upon:

- A base retainer of \$80,000 (\$6,667/mth)
- A total available bonus of \$20,000. (\$5,000 per quarter). The bonus will be based upon the achievement of agreed upon quarterly objectives.

This is an approximately 32 hour per week contract position.

This position is 100% remote.

There is no benefit plan offered.

Candidate must provide own vehicle, computer, phone and home-office.

Business travel is required, up to approximately 30% of the time. Travel will be to Canadian and USA locations.

Approved travel and administrative expenses will be reimbursed.

Please send your resume to: marketing@icf-ma.org