



The Vermont Chapter of the Construction Specifications Institute (CSI) seeks an Executive Director. Reporting to the Board of Directors, the Executive Director (ED) will have overall operational responsibility for CSI Vermont programs, outreach, fundraising, as well as general administrator duties. The ED will ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems

### **Key Responsibilities**

#### **Leadership & Management:**

- Actively engage and energize CSI Vermont volunteers, board members, committees, partnering organizations, and funders.
- Develop, maintain, and support a strong Board of Directors
- Recommend timelines and resources needed to achieve the strategic goals of the Chapter.
- Support Treasurer with bookkeeping and budget management

#### **Educational Program Development & Support:**

- Develop, research and support program offerings

#### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing program operations
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand in line with CSI Institute (National).
- Use external presence and relationships to garner new opportunities.

#### **Qualifications**

The ED will be thoroughly committed to CSI Vermont's mission (see below). All candidates should have leadership and relationship management experience.

Specific requirements include:

- Undergraduate degree in related field preferred
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to manage
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills

- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed

### **Job Type**

This position is part-time, with flexible hours and remote work. Hours per week will vary, but will average 4 hours. This is an hourly position, paid bi-weekly, as a W2 employee. Salary will be commensurate with experience.

### **To Apply**

Candidates may submit a letter of interest and CV with the subject line “Executive Director Position” to [prez.csivermont@gmail.com](mailto:prez.csivermont@gmail.com)

### **About CSI**

CSI is a national association of more than 8,000 volunteers, including specifiers, architects, engineers, contractors, facility managers, product representatives, manufacturers, owners and others who are experts in building construction and the materials used therein. They are dedicated to improving the communication of construction information through:

- A diversified membership base of allied professionals involved in the creation and management of the built environment.
- Continuous development and transformation of standards and formats.
- Education and certification of professionals to improve project delivery processes.
- Creation of practice tools to assist users throughout the facility life-cycle.

### **CSI Mission**

The mission of CSI is to advance building information management and education of project teams to improve facility performance.

### **CSI History**

CSI was founded in March 1948 by the specification writers of government agencies who came together to improve the quality of construction specifications. The Institute’s efforts were essential in improving construction specification quality so that it could meet the demands of the post-war construction boom. Development of specifications best practices, promulgating standards/formats, professional education, and certification were cornerstones of the Institute.

The Institute grew quickly to include specification writers in the private sector, design professionals concerned about communicating their vision in construction documents, constructors interested in delivering high-quality facilities, and material suppliers with unique solutions to construction challenges. These construction professionals continue to work together today as CSI members to effectively communicate the designers’ vision, the material producers’ solutions, and the constructors’ techniques to create outstanding facilities that meet facility owners’ objectives.

### **CSI Vermont History**

The Vermont Chapter of CSI was founded in 1968. We currently have approximately 35 members, with intent to grow. We meet monthly as a Board of Directors and currently host events on a roughly bi-monthly basis throughout the academic calendar year. It is our intent as an organization to regularize and increase the frequency of Chapter Events. We co-host the ACX conference ([www.acxvt.com](http://www.acxvt.com)) annually in conjunction with the Vermont Chapter of the AIA.