



## Chief Executive Officer (CEO) Job Description

### Reports to:

AGC Board of Directors

### Job Overview:

The CEO serves as the strategic leader of the association, accountable to the Board of Directors for organizational performance, financial stewardship, and mission impact. The CEO works in partnership with the Board to set and execute strategy, lead staff, grow membership value, advance advocacy priorities, and represent the association as the leading voice of the commercial construction industry.

### About AGC of Minnesota:

AGC of Minnesota is the state's leading construction industry association, representing general and specialty contractors along with a broad network of affiliated service providers and suppliers.

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### Expected Outcomes

- **Organizational Growth:** Grow and strengthen the organization through membership growth, diversified revenue, and increased industry influence.
- **Member Experience Innovation:** Design and implement member journey strategies that serve diverse segments (general contractors, subcontractors, affiliates, emerging professionals) with tailored value propositions and structured onboarding frameworks that provide tangible value to members.
- **Effective Communication:** Command strategic oral and written communication skills to influence policy, align stakeholders, and strengthen member trust.

- **Visionary Leadership:** Demonstrate energy, purpose, and strategic vision, balancing independence with strong Board partnership.
  - **Coalition Building:** Build and manage multi-disciplinary coalitions that serve industry and association goals and sustain relationships.
  - **Relationship Development:** Foster respectful relationships with staff, stakeholders, and industry peers, recognizing strong relationships are the currency of the organization.
  - **Operational Excellence:** Deliver optimal performance and value-driven outcomes through effective organizational management.
  - **Labor Relations:** Strategically manage labor relations and collective bargaining to deliver member value and maintain respectful trade partner relationships.
  - **Fiscal Health:** Provide effective stewardship of the organization's fiscal health through sound accounting, asset management, and risk management practices.
  - **Technology Leadership:** Position AGC MN as the industry's technology connector and innovation catalyst by convening members with emerging technology providers and championing digital transformation.
  - **Industry Wellbeing Champion:** Lead mental health and worker well-being initiatives that differentiate AGC MN as an industry leader, including the Minnesota Construction Mental Health Alliance.
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## Essential Duties and Responsibilities

- **STRATEGY & GOVERNANCE**
  - Lead strategic planning and clearly communicate the organization's vision.
  - Develop operational goals aligned with the strategic plan.
  - Develop and enforce policies and procedures for operational effectiveness.
  - Serve as the Board's primary advisor on strategy, risk, and organizational performance.
  - Implement Board-approved policies and strategic direction while maintaining appropriate governance boundaries.
- **FINANCIAL & OPERATIONAL LEADERSHIP**
  - Oversee fiscal functions, including budgeting, financial analysis, and internal controls.

- Ensure appropriate oversight of facilities and physical assets through effective delegation and controls.

- **ADVOCACY & INDUSTRY REPRESENTATION**

- Oversee legislative and regulatory efforts to protect member interests.
- Manage and engage in lobbying/advocacy activities that promote the interests of the industry and the association.
- Represent members in collective bargaining and union interactions.
- Represent the organization in media and public relations to elevate the organization's profile.
- Serve as public speaker and meeting facilitator for association meetings.
- Oversee marketing and public relations to build recognition as the industry's voice.

- **MEMBERSHIP & PROGRAMS**

- Advise and support the Board, including orientation for new members.
- Develop and evolve professional and leadership development programs that serve multiple member segments, including small businesses, mid-level professionals, and field leaders.
- Lead membership recruiting and retention efforts, including developing member segmentation strategies, mapping member journeys, and implementing structured onboarding frameworks to enhance member experience and engagement.
- Create engagement opportunities for diverse member segments including subcontractors, affiliates, emerging service-based businesses, students, and emerging professionals.

- **PEOPLE & CULTURE**

- Recruit, hire, train, and manage staff, including performance reviews, promotions, compensation, and employment decisions.
- Maintain liaison with associations, industry, government, and public service groups.
- Build relationships and maintain strong and respectful personal contact with members.
- Lead the Minnesota Construction Mental Health Alliance and support inclusive well-being initiatives that connect mental health resources and peer support across the industry.

- **INNOVATION & TECHNOLOGY**

- Leverage technology to improve communications with the Board and members.
- Champion construction technology adoption by serving as a connector and convener between members and innovation providers.
- Expand flagship events such as the Minnesota Construction Summit to drive industry innovation, technology exposure, and member networking.
- Leverage AI and emerging technologies to improve operational efficiency, reduce administrative burdens, and enhance staff effectiveness and member services.

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## **Core Competencies & Critical Skills**

- Executive Leadership and Strategic Thinking
  - Board Relations and Governance
  - Advocacy, Labor Relations, and Industry Influence
  - Member Value Creation and Engagement
  - Personnel Leadership and Operations Management
  - Financial Stewardship and Risk Management, including:
    - Audits
    - Asset Management
    - Insurance & Risk Management
    - Employee Benefits
    - Compliance and Administration of 501c6/501c3 registrations
    - IRS tax requirements/filings
    - Political Action Committee (PAC) management
  - Communication, Public Presence, and Media Relations
  - Ethics, Emotional Intelligence, and Personal Accountability
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## Education & Experience

- Bachelor's or advanced degree in construction management, business, law, public administration, or non-profit management preferred.
  - Ten or more years of progressively responsible leadership experience, including senior executive or association leadership roles preferred.
  - Demonstrated expertise in issues relevant to the commercial construction industry, including labor relations, workforce development, advocacy, and member services.
  - Proven ability to build collaboration, promote diversity, and engage the community.
  - Experience in partnerships, team building, conflict management, revenue growth, and member engagement.
  - Experience with member segmentation strategies, digital transformation, innovation programs, or technology adoption initiatives preferred.
  - Demonstrated commitment to ethical leadership, transparency, and inclusive organizational culture.
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## Work Environment & Compensation

- Regular office hours; events and availability outside office hours required.
- Travel for state and national industry events.
- Compensation is set by the Board and is commensurate with experience and qualifications. A comprehensive benefits package includes retirement contributions, paid time off, health coverage, performance-based incentive compensation, and additional executive benefits as determined by the Board.

## Apply

Interested candidates should submit a cover letter and resumé by **March 20, 2026** to [executive-search@agcmn.org](mailto:executive-search@agcmn.org) with subject line "AGC CEO Position." A short list of qualified candidates will be developed and notified for scheduling interviews by mid-April.

*Associated General Contractors of Minnesota is an Equal Opportunity Employer.*