



***FLORIDA WEST COAST & CENTRAL FLORIDA N.E.C.A. CHAPTERS***

***EXECUTIVE MANAGER POSITION OPENING***

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**POSITION DESCRIPTION:**

The Florida West Coast and Central Florida N.E.C.A. Chapters are searching for a full-time Executive Manager to oversee both Chapters. The Chapters are the voice of the electrical construction industry in the Tampa and Orlando metropolitan areas. This position is a management role for the aforementioned trade associations. The Executive Manager is responsible for overseeing the overall well-being of the Chapter. The Manager is responsible to move the association and industry forward and provide value to it's members. A successful candidate will be an individual who is a self-starter, detail oriented, provides a high level of customer service, has excellent communication and interpersonal skills, and demonstrates strong leadership capabilities. The chapters are looking for an individual who has a vision and is highly motivated to continue driving the industry in a positive direction.

**DUTIES/RESPONSIBILITIES:**

- Management and supervision of current staff and office.
- Manage and oversee the overall financial well-being of the association.
- Ensure compliance of the Chapter bylaws, policies, and procedures.
- Represent the employers in collective bargaining negotiations between the Florida West Coast NECA Chapter and I.B.E.W. Local Union #915 and the Central Florida NECA Chapter and I.B.E.W. Local Union #606.
- Handle grievances and other disputes arising between labor and management.
- Recruit, maintain, and grow chapter membership.
- Attend and represent the Chapter at various industry meetings.
- Support and provide member services.
- Serve as a Trustee in the Local Union #915 Health fund, Pension plan, and LMCC fund.
- Serve as a Trustee in the Local Union #606 Pension plan, 401K Plan and LMCC fund.

**REQUIREMENTS:**

- Bachelor's Degree preferred or equivalent industry experience.
- Strong written and oral communication skills.
- Strong work ethic.
- Proven leadership skills

- Strong problem-solving skills.
- Ability/willingness for overnight travel as needed.
- Industry or related experience preferred.
- Relocation to Tampa area.

#### **COMPENSATION & BENEFITS**

- Competitive Industry Salary (commensurate with experience)
- 401K Contribution (11%)
- NEBF Pension
- Family medical insurance, vision, and dental benefits
- Life Insurance
- Company Vehicle (Gas, tolls, and car insurance paid by Chapter)
- Company Phone
- Company Laptop
- Paid vacation
- Paid holidays
- Year-end bonus upon performance review of the Board of Directors

To apply please submit your resume to Richard Padilla at [richard@wccfneca.org](mailto:richard@wccfneca.org). All applicants will be kept confidential.