

CATT, the Contractors Association of Truckee Tahoe's mission is to "To promote a positive business environment for the building and housing industry and enhance opportunities for its members and the community".

Formed in 1998 to address the impacts of local agencies on the building trade and to improve the overall professionalism within the industry, CATT is a regional, non-profit tax exempt membership trade association governed by a 15-member board of directors, affiliated with the Nevada County Contractors Association, North State Building Industry Association, Sierra Green Building Association, Builders Association of Northern Nevada, Builders Association of Western Nevada, and Tahoe Sierra Board of Realtors.

CATT also has a 501(c)3 charitable arm, the CATT Community Project, which focuses on building or restoring community structures, and CATTPAC, a registered Political Action Committee.

Job Description Executive Director

The leader of the association will support and provide guidance for staff to execute their responsibilities related to events, sponsorship, membership, and administration.

Advocacy is the cornerstone to CATT's future longevity. Measurable results from advocacy work at the local level translates to membership/sponsor renewal and continued investment. The successful candidate's alignment with our mission to grow residential and commercial development is a priority.

The Executive Director is the face of the organization. Supporting responsibilities, initiatives and a significant portion of nonprofit administration will be managed by 3 full-time staff positions.

Located in the beautiful authentic mountain town of Truckee, California, this role will require ongoing communication and coordination with various public and private-sector organizations, government agencies, commissions, neighborhood associations, public interest groups, and project consultants. Responsible for maintaining an appropriately positive public profile and to foster relationships that advance the association's mission. Highly effective communication, presentation and listening skills are essential for navigating projects through the multitude of public policy processes.

Accountabilities

Government Affairs 45%

- Attend government meetings and schedule appointments with agency staff and officials

(elected/appointed) -Attend committee meetings – Membership, Gov't Affairs, Political Action

Committee, Events, Marketing (5-7 hrs. p/wk.)

- Attend community meetings, presentation requests, attend special district BOD meetings, Town

Council meetings, Building Working Group, etc. (2 hrs. p/wk.)

- Stay informed of changes being made by jurisdictions to local construction industry regulatory matters
- Prepare briefing papers, written/verbal testimonies, and documents describing CATT's positions on

issues

- Identify and oversee the work of LGAC consultants
- Respond to media inquiries and involve members where appropriate
- Prepare monthly LGAC agenda and reports, write articles, manage communications
- Monitor Issues Action Fund income (donations) and expenses as well as oversee LGAC budget

CATTPAC Admin 40%

- Schedule candidates and volunteers for candidate interviews (during election year)
- Create endorsement materials
- Participate in planning of the live TV Candidate Forums
- Oversee the preparation of the annual and election cycle FPPC filings
- Review monthly financials, plan/implement fundraising as directed by the CATTPAC Board of Directors
- Conduct research intern recruitment, oversee selection, training, and deliverables
- Prepare monthly CATTPAC agenda and reports, write articles, manage communications
- Emails, phone, office drop ins/visits, inquiries (10 hrs. p/wk.)
- Organizational reports/updates for staff, BOD, and community (3 hrs. p/wk.)
- Bookkeeping duties – payroll approval, weekly bills to pay, deposits approval and Review

weekly/monthly financials (4 hr. p/wk.)

Staffing Direction, Coaching/Training, Leadership 10%:

- Weekly staff meetings (1 hr.)
- Meeting with staff individually regarding questions and program guidance, support, and direction (1 hr. x 3 staff = 3 hrs.)
- Attending meetings with staff when needed (1 hr.)

Programs & Initiatives 5%:

- Moving forward current initiatives such as South Lake Tahoe growth, Workforce Development, Trades Scholarship
- Annual (internal) organizational goals reviewed weekly

Compensation and Benefits

Salary range: \$100,000 to \$115,000. \$1500 per month stipend per month for insurance. A plan is being researched that we will offer to all full-time employees and membership target date January 1, 2023.

Requirements:

- Undergraduate degree, or equivalent experience, in any field related to the organization. An advanced degree is not required but would be an asset.
- At least five years of experience in working with complex project management processes at this level of responsibility. Management of decision-making processes preferably involving public affairs, business, management, or similar field.
- Thorough knowledge of governmental and public decision-making processes.
- Understanding and working knowledge of infrastructure development, land use planning, zoning, housing, public-private partnerships for development, plus familiarity with tax and transportation issues relating to land development and re-development projects a plus.
- Excellent communication skills, including both oral and written, public presentations, negotiation, persuasion, dealing with potentially hostile audiences and answering questions from media.
- Highly developed writing skills with ability to integrate concepts, complex issues and multiple options into clear, concise plans and proposals understandable by the public.
- Ability to effectively interface with all levels of government, both elected officials and technical staff, including engineering, planning, traffic development, finance, and city council staff.
- Ability to organize, set priorities, manage multiple projects and tasks within projects simultaneously.
- Ability to collect data, establish facts, develop information, draw valid conclusions, interpret an extensive array of technical material in books, manuals, texts, and read diagrams, charts and tables.

- Self-starter who can balance and address competing concerns. Effectively deal with many variables in determining a specific course of action. Ability to handle uncertainty and operate efficiently in rapidly changing environments where full control of the situation is usually impossible.

To Apply: Include cover letter outlining your fit for the position with your resume addressed to executive recruiter Laura Moriarty, laura@tahoetrainingpartners.com, or call Laura at 530.307.0011 for additional information.