



Greater Michigan Plumbing & Mechanical Contractors Association, Inc.

734-665-4681

Job Description

Title: Executive Director

Summary

Greater Michigan Plumbing and Mechanical Contractors Association is a trade association of signatory contractors doing business in the surrounding Ann Arbor, Michigan area. The Board of Directors of GMPMCA is currently seeking applicants for the position of Executive Director (ED). The ED is chiefly responsible for leading The Association and its mission on a day to day basis.

Principal Job Duties

- Lead the daily operations and staff of the association. May require in and out of state travel.
- Act as the lead liaison between labor unions and member contractors, including negotiations.
- Prepares the annual budget and prepares agenda and documents, attends and participates in Board of Director meeting to receive general direction.
- Maintain full financial oversight of association funds.
- Serve as a Trustee on multiple Taft-Hartley plans.
- Active participation with Apprenticeship Training Programs.
- Manage relationships with applicable local labor union officials.
- Maintain and monitor the government and public affairs efforts of the association.
- Prepare and approve purchase orders, account payables and compliance requirement of all payroll taxes and And IRS 990.

Position Requirements

- Multiple years of Professional Experience, preferable in a leadership role.
- Background in construction and/or labor relations.
- Working knowledge and/or understanding of trade apprenticeship program.
- Excellent verbal, written and computer skills.

Greater Michigan Plumbing and Mechanical Contractors Associations offers its employees:

- Highly competitive salary
- Premium Healthcare benefits
- Generous 401k program

For consideration please email resume titled ED Position to Nancy Cummins, Vice-Chariman nhcummins.nc@gmail.com

**Greater Michigan
Mechanical Service
Contractors of America
734-665-5972**

**Greater Michigan
National Certified
Pipe Welding Bureau
Chapter No. 42
734-665-5483**

**Greater Michigan
Plumbing Contractors
of America**

**Ferris State University
Student Chapter No. 1
Greater Michigan
Mechanical Service
Contractors of America**

**Eastern Constructors
Eastern Michigan
University
Student Chapter**

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