

Position: Executive Director

Organization: Masonry Heater Association of North America (MHA)

Location: Remote-North America

Reports To: President (MHA)

Position Status: Part Time

Classification: Exempt

Salary: USD36,000 per year*

Start Date: Spring 2022

MHA Executive Director Recruitment

Organization Summary

The Masonry Heater Association of North America (MHA) is a 501(c)(6) non-profit trade association for the masonry heater and wood-fired oven industry. MHA members are manufacturers and artisan builder-designers, and the core activities of the association are:

- Promote masonry heaters among homeowners and building professionals,
- Technical standards development and government policy advocacy,
- Provide professional education and certification

Wood fired masonry heaters and ovens are age-old technologies which we believe have an increasingly important purpose and relevant role in an environmentally-conscious and sustainable future.

Position Summary

The Executive Director is the heart of the MHA, serving as the ambassador for our members, leading the association's strategic goals, and overseeing its day-to-day administration. The Executive Director should be a social entrepreneur with focus and drive, and passionate about the MHA's mission and culture.

Essential Responsibilities

- Serve as the primary spokesperson for the association, and its central point for communications and information for the general public, media, partner organizations and membership.
- Lead the Board to develop and implement strategic goals and the business and operational plans to achieve them.
- Establish high level connections between the MHA and partner organizations, resource networks, government and industry.
- Administer and manage member dues, fundraising activities, and help establish donor relationships and advise on revenue growth goals.
- Organize and plan the MHA's Annual Meeting; including promotion, registration, attendee handbook and activity planning.
- Administer association programs, including certification, bookstore and member benefits.
- Assist the Board in recruiting new members, setting policy, performing fiduciary duties, training and evaluation.

Abilities & Skills:

- A passion for the MHA's mission, and interest in sustainable technologies for a carbon-neutral future to help create new initiatives and connections for our association and its members.
- Demonstrated drive to get big things done and make the previously impossible possible; proactive in taking appropriate initiative

- Success in group process through committees, task-based initiatives and delegation.
- Excellent judgment and creative problem-solving, including negotiation and conflict resolution skills
- Proven ability to influence and engage direct and indirect reports, peers, donors, partners, government and nonprofit leaders
- Exceptional written, oral, interpersonal, and presentation skills, and event planning
- Ability to juggle and prioritize multiple projects with a balance of efficiency and accuracy
- Demonstrated discretion in handling sensitive and/or confidential information

Education & Experience:

- Bachelor's Degree in Business or Nonprofit Management, or equivalent experience
- Demonstrated experience in scaling all aspects of an organization: people, programs, plans, and finance
- Corporate/organizational experience in a leadership and operational capacity which has yielded tangible results
- Demonstrated record of delivering direction, focus, and breakthrough results in complex circumstances; creating the simplest possible path toward mission achievement
- Demonstrated ability to build and maintain relationships with a wide array of people from diverse backgrounds; cross-cultural competence.
- Outstanding communication and interpersonal skills; outgoing.

Work Conditions

- Remote work from home, based in North America
- Work can be on Eastern, Central, Mountain or Pacific Time
- Requires computer usage and sitting for extended periods
- Extended or irregular hours will be required as needed
- Position requires travel and participation in extended meetings, conferences and trainings in the U.S. and Canada, including the MHA's week long Annual Meeting held each April in North Carolina.

Compensation

The Executive Director position is a salaried position starting at \$36K/year. *The association has significant growth potential and the position and it's compensation may grow commensurately. The workload will vary throughout the year, with an average of 20 hours/week, and 4 weeks paid vacation annually. Out of pocket expenses are reimbursed and the position includes opportunities for paid travel related to MHA business.

For consideration, please submit Letter of Interest and CV at:

www.mha-net.org/executive-director-recruitment/

The Masonry Heater Association of North America is an equal opportunity employer. The MHA is committed to building a team that represents a variety of backgrounds, skills and perspectives.

Disclaimer - The information contained herein is not intended to be an all inclusive list of duties and responsibilities, nor is it intended to be an exhaustive list of requirements. The job description may change at any time with due reasonable accommodation.