



DBIA SW JOB OUTLINE EXECUTIVE DIRECTOR

Quindigo Management is an association management company that helps organizations grow, prosper, and thrive. We are looking for a visionary and budget-conscious contractor with a non-profit and/or association management and event planning background to run the Design-Build Institute of the Southwest Region (DBIA-SW).

The Design-Build Institute of America is the only organization that defines, teaches and promotes best practices in design-build. Design-build is an integrated approach that delivers design and construction services under one contract with a single point of responsibility. The Southwest Region of DBIA includes Arkansas, Oklahoma, Louisiana, Texas, and New Mexico.

Activities Include:

- **Administration**
 - Financial Management
 - Information Management
 - Member Outreach & Communication
 - Board Management & Support
 - Monthly Board/Exec Meetings
 - Strategic Planning & Forecasting Activities
- **Marketing & Communications**
 - Advocacy Activities
 - Newsletter & Social Media work
 - Website updates
- **Committee & Chapter Management**
 - Chapter Event & Strategic planning support
 - 6-8 Monthly Committee Meetings, including:
 - Chapter President Meetings
 - Education Committee
 - Owner's Council
 - Young Professionals
 - Water & Wastewater
 - Legal & Legislative
- **Event Planning & Management**
 - 1 Regional Conference
 - Committee Management
 - Speaker & Session Engagement

- 5 – 6 Owners 101 Webinars
- Quarterly Owner's Roundtable Discussions
- Up to 10 Young Professional Networking Events
- Up to 10 Chapter Webinars
- Support the Events Director With
 - 1 Regional Golf Tournament
 - 2 Clay Shoots
 - Annual Premier Partner Sponsorship Program

The ideal candidate will join the Quindigo Team and:

- Be passionate about the Design-Build Industry
- Meet the scope of the contract including the creation of "quarterly rock" goals and key performance indicator tracking mechanisms
- Attend Quindigo staff meetings once per month
- Kick in support for Quindigo work if needed by another team member
- Communicate when stuck – ask questions, don't let perfect be the enemy of the good.
- Demonstrate initiative, exemplify trustworthiness and be a self-starter
- Provide top-level customer service to clients
- Have the following past experiences & skills:
 - Familiar and comfortable with Remote Work
 - A self-starter & have initiative
 - Knows how to manage groups of people & projects
 - Non-Profit experience
 - Visionary & Budget-Conscious
- Be familiar with the following tools:
 - Microsoft Office – Word, Excel, PowerPoint
 - Dropbox
 - Google Suite
 - Slack
 - Canva
 - Typeform
 - LastPass
 - Zoom Calls and Webinars
 - Quickbooks
 - Airtable
 - WIX

Compensation

Quindigo Management shall pay Contractor between \$3500 – \$4000 monthly, which shall be due and payable to Contractor on the first of each month after the previous month's work.

Interested?

- Go to www.dbia-sw.org to learn more about the industry.

- Go to www.quindigo.com to learn more about our team.
- Please send an email to grow@quindigo.com, detailing your interest and experience in joining our team and meeting the needs of this association.