

# Oregon & SW Washington Fair Contracting Foundation Job Description

<b>Title</b>	Executive Director
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Manage a non-profit, labor/management foundation based in Portland, Oregon.</li><li>• Oversee an annual budget of approximately \$500,000.</li><li>• Prepare budget and other reports for Board of Directors.</li><li>• Participate in soliciting funds to maintain the financial stability of the Foundation.</li><li>• Operate the Foundation in accordance with its Bylaws.</li><li>• Supervise Compliance Investigators and Administrative staff, which includes:<ul style="list-style-type: none"><li>Enforcement of the existing employment policy</li><li>Participation in various meetings related to the Foundation</li></ul></li><li>• Implement strategies and tactics, including educational programs, to achieve the goals of the Foundation.</li><li>• Have knowledge of the public works construction industry, prevailing wage laws and Federal Davis-Bacon laws.</li><li>• Be familiar with construction job classifications and prevailing wage rates.</li><li>• Organize and sponsor prevailing wage seminars.</li><li>• Secure and maintain relationships with various entities involved with the construction industries, including governmental agencies.</li><li>• Articulate ideas, communicate clearly before large groups and travel throughout Oregon and Washington.</li><li>• Develop marketing and advertising strategies.</li></ul>
<b>Salary &amp; Benefits</b>	Currently \$60,200 per year plus \$700 per month vehicle allowance. Pension and Health & Welfare subject to one's union affiliation.
<b>Mailing Info</b>	Fair Contracting Foundation Attn: John Rowand PO Box 9158 Portland, OR 97207
<b>Deadline</b>	August 31, 2005