

EXECUTIVE DIRECTOR - CISCO

Position Title: Executive Director

Reports to: CISCO Board of Directors

Submit cover letter, resume, and salary expectations to: info@rooferslocal11.org with subject line: CISCO Job Notice

CISCO (Construction Industry Service Corp.) is seeking qualified applicants for the position of Executive Director, due to the pending retirement of Dan Allen. Start your process here: https://docs.google.com/forms/d/1v_BANGG4NIJ8x3GFAUocINFwgu3I6cNz4mMzxTStzso/viewform?edit_requested=true&pli=1

The search committee has prepared the attached job description. This high profile and multi-dimensional position reports directly to the CISCO Officers and Board of Directors, and is accompanied by a competitive salary, attractive benefits, and a stimulating work environment with top-notch support staff.

CISCO members are encouraged to forward this information only to suitable candidates who are interested, available, experienced and who meet or exceed the criteria listed in the job description for this full-time position based at the organization's Burr Ridge, IL office. Please do not contact the CISCO office or staff with inquiries regarding the position. Association management firms or consultants will not be considered. The hiring decision for the next Executive Director will be made solely by the CISCO Board.

The first round of interviews for the CISCO Executive Director position will be held virtually (via Zoom), followed by in-person interviews for the finalists.

MISSION STATEMENT:

CISCO's core mission is to fortify the Unionized Construction sector within the expansive Chicago Metropolitan area. As a collaborative labor-management entity, CISCO will prioritize cooperative endeavors aimed at mitigating issues and tensions while enhancing the competitive edge of Union construction. Through its initiatives, CISCO aims to cultivate trust between stakeholders and nurture a unified commitment from local Contractors and Union labor to deliver projects of exceptional quality, on schedule, and within budget constraints. For more information, visit www.cisco.org

See next page for Executive Director of CISCO

Position Opening:

Executive Director – CISCO

Qualified potential candidates for consideration are encouraged to submit application materials.

CISCO (Construction Industry Service Corporation) has an opportunity available for an Executive Director to lead the labor-management cooperative's mission into the future. The Executive Director is accountable to the Board of Directors and is responsible for the administration and coordination of all the organization's activities. Extensive experience within the union construction industry in the Chicagoland area is a must for this high-profile position. General responsibilities are:

- **Managing the activities of the CISCO staff** including the Office Manager; the Education to Careers Director; and the Director Communications & Public Affairs.
- **Managing the CISCO Education to Careers program.** Promoting union apprenticeship programs in area schools and community organizations. Providing information on testing, working conditions and skills necessary to succeed. A working knowledge of various apprenticeship programs a plus.
- **Managing the CISCO Fair Contracting Outreach programs.** Working with a variety of Federal, State and local public bodies to host workshops in the Greater Chicago area which support CISCO members, contractors, contractor associations, building trades organizations and public body employees better understand and comply with laws and policies affecting labor : i.e. Prevailing Wage, Freedom of Information (FOIA), worker classification, open meetings laws and Responsible Bidder Ordinances.
- **Managing the CISCO Legislative Committee.** Keeping representatives of labor and management involved in and aware of current and pending legislation affecting the union construction industry. A firm knowledge of the legislative process is a must.
- **Managing the CISCO 'Built Right' Program.** Promoting the value of union construction to the construction customers and end users.
- **Managing CISCO annual meetings, events and awards programs** (includes Annual Breakfast Meeting/Pride in Construction Awards, Annual Luncheon/Scholarship Awards, Annual Golf Outing/Sponsors)
- **Serve on Industry boards of directors:** Chicago Building Congress, The Illinois Prevailing Wage Council, Illinois Workers Compensation Advisory Council, Choose DuPage Economic Development Board, and Workforce Board.
- **Managing and reconciling expense reports, spread sheets, audits, and budgets.**
- Ensuring that the organization and its mission, programs and services are constantly presented in a strong, transparent manner to CISCO's members.

Additional Skills and requirements:

- Management of all responsibilities in accordance with the organization's by-laws and policies
- Must possess strong verbal and written communication skills including public speaking
- Must be willing to initiate communication with public officials, union representatives, leadership of organizations affiliated with the construction industry, trade/employers' associations, etc. to promote CISCO and its goals.
- High personal accountability and integrity for self and others
- Strong attention to detail, organization and ability to meet deadlines and handle multiple tasks and assignments
- Ability to work in a fast-paced environment
- Ability to properly maintain confidential information
- Some evenings and weekends required. Occasional travel to industry events and conferences also required.
- Proficiency in MS Office, Word, Excel, QuickBooks and Outlook preferred.

Attributes further considered a “plus” for applicants to this multi-faceted position:

- 10 or more years' background in labor relations (as a union representative, association executive/manager, signatory contractor board/committee member, government official, etc.)
- Demonstrated experience in a supervisory/leadership role with the Chicagoland union construction trades, signatory trade/employers' association, organized labor workforce, and/or the legislative/public service arena.

Applications (including cover letter, resume, and salary expectations) should be sent by email to: info@roofersLocal11.org by or before May 15, 2026 to be considered. CISCO affiliated organizations, associations and companies are welcome to offer candidate suggestions, but please be sure to only submit names of individuals who are interested, qualified and available. Competitive compensation and benefits.