

### Overview

Excellent written and verbal communication and problem solving skills.  
Must be self-directed and able to complete projects with limited supervision.  
Excellent time management skills and ability to prioritize work to meet deadlines.  
Attention to details and ability to work with a high degree of accuracy.  
Familiarity with the ACE Mentor Program a plus.  
Must be willing to live in the covered region.  
Must be ok with regular travel.

### Job Description

1. Act as liaison between the local ACE Mentor affiliates and the National Organization.
2. Act as liaison between all the affiliates in a specific region.
3. Provide support to affiliates by:
  - Ensuring Board of Directors' organization and strength.
  - Providing direction for financial solvency, fiscal compliance and long-term strategic planning.
  - Guidance for recruitment of firms and securing commitments for additional mentors.
  - Identifying ways to engage local school districts to increase the number of students.
  - Assisting in the identification of local and regional funding sources to help affiliates to raise money as deemed appropriate.
  - Assisting with systematic improvement to accomplish affiliate goals.
4. Evaluate and review affiliate activities, including:
  - A mutually agreed upon set of annual goals for Regional Director and individual affiliates in a specific region.
  - Gathering and reviewing necessary compliance documents
  - Completing of Annual Affiliate Program Report.
5. Develop Regional activities, including:
  - Assisting with relationships with colleges and universities.
  - Serving as the liaison to regional industry associations (ABC, AGC ASLA, ASCE, MCAA).
  - Acting as the ACE National representative for the designated region.
  - Organizing and facilitating regional collaboration and best practice sharing.
  - Attend other relevant regional conferences and meeting as the ACE representative.
6. Ensure proper communication support by:
  - Attending occasional local ACE board meetings.
  - Maintaining ongoing communication with local boards and the ACE National Office.
  - Publicizing the ACE Mentor Program throughout the region.
  - Coordinating and facilitating regular regional (state-based) information conference calls.
  - Gathering information from affiliates for national distribution.
7. Coordinate National organizations and sponsors for local affiliates, including:
  - Working with national sponsors to engage them in all locations
8. Other activities as deemed necessary by ACE leadership.



## Regional Director Job Description

### Package

Competitive Salary  
Medical, Dental, Vision benefits paid 100% by ACE  
Long Term Disability and Life Coverage  
Retirement plan with match  
Paid Vacation and Sick Days  
Home office reimbursement