

NATIONAL ASPHALT PAVEMENT ASSOCIATION JOB DESCRIPTION

Job Title:	IMPACT Leadership and Awards Program Manager
Reports To:	Senior Vice President for Membership
Exempt Category:	Exempt Employee – Not Eligible for Overtime Pay
Telework Eligibility:	Up to 2 days/week, with approval of manager
Flex Time Eligibility:	Eligible, with approval of manager

Position Summary: The IMPACT Leadership and Awards Program Manager is a dual-role position within the National Asphalt Pavement Association (NAPA) responsible for overseeing the IMPACT Leadership Group's activities and managing NAPA's prestigious Awards Program. The incumbent will facilitate leadership development, coordinate committee and task group meetings, develop conference content, identify speakers, and oversee award program to recognize industry excellence.

Key Responsibilities:

- **Leadership Group Management:**
 - Organize and facilitate biannual IMPACT Leadership Group committee meetings, ensuring alignment with NAPA's strategic goals and fostering opportunities for leadership skill development.
 - Schedule and manage regular virtual task group meetings, supporting the execution of their goals and initiatives.
 - Oversee the development of the IMPACT Leadership Conference program, including theme selection, content development, and speaker engagement.
 - Assist in the growth of the IMPACT Leadership Group by providing resources and opportunities for members to expand their industry knowledge and networks.
- **Awards Program Management:**
 - Manage the lifecycle of the awards program, including the call for nominations, selection processes, and ceremony planning.
 - Collaborate with Awards & Commendations Committee to establish criteria and selection guidelines for various awards.
 - Communicate with candidates, judges, and stakeholders to ensure a transparent and fair evaluation process.
 - Coordinate the production of award materials, such as scripts, galleries, and presentations and promotional content.
 - Manage the workload of one direct report, Awards & Diamond Coordinator, delegate awards tasks effectively, monitor progress, and provide constructive feedback to ensure project completion within deadlines.
 - Each spring, work collaboratively with NAPA's Engineering team to complete a technical review of Awards and Diamond applications (rotated annually).
- **Event Planning and Execution:**
 - Collaborate with industry stakeholders to develop engaging, high-energy meetings content based on attendee feedback and current trends. Ensure content is timely and relevant to IMPACT Leadership Group objectives.

- Partner with the meetings department to orchestrate a seamless conference experience. (Meetings team leads hotel contracts, food & beverage selections, logistical planning, attendee transportation, and the development of engaging networking events.)
- Plan and execute the annual awards ceremony, coordinating member logistics, budgets, and vendor relations.
- Liaise with meetings, marketing, and communication teams to promote the IMPACT Leadership Group, the conference, and the awards program.
- Evaluate event success and provide reports with recommendations for future enhancements.
- **Networking and Community Engagement:**
 - Cultivate a supportive environment for leadership development, peer learning, and networking among the IMPACT Leadership Group members.
 - Encourage group members to engage with broader industry initiatives and participate in NAPA committees and task forces.
- **Professional Development Support:**
 - Identify and develop resources, seminars, and workshops that cater to the professional growth needs of emerging leaders in the asphalt pavement industry.
 - Equip volunteer committee officers with the knowledge and skills to thrive in a board setting, including board member roles and responsibilities, effective participation in meetings (e.g., agenda review, asking questions, respectful communication), understanding of governance documents and bylaws, and fiduciary duties and ethical considerations.

Qualifications:

- Bachelor’s degree in Business, Communications, Event Management, a related field, or equivalent experience desired.
- Minimum of 5 years of experience in program or event management, preferably within a professional association or industry group.
- Demonstrated ability to lead and facilitate committee and group meetings effectively.
- Experience in planning and managing awards programs or similar recognition initiatives.
- Strong organizational, project management, and problem-solving skills.
- Excellent oral and written communication abilities.
- Knowledgeable about the asphalt pavement industry or willing to learn industry specifics rapidly.
- Proficient in the use of virtual meeting technologies and office productivity software.
- Ability to travel for meetings, conferences, and industry events.

Work Environment: This position operates in a professional office environment with standard business hours but may require additional hours for events and meetings. Some travel is required.

Applicants who do not meet these precise requirements with respect to education, training and experience may apply and NAPA will consider applicant’s alternative qualifications.

The National Asphalt Pavement Association is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.