



*RTA Mission: To provide the forum and direction for the continual improvement in the life-cycle of the engineered wood crosstie system.*

### Overview

**Create, inspire and lead our association into the next generation!**

With 100 years of solid member support and history behind us, we are ready for the future. Our next Executive Director will work with an amazing staff, supportive board and incredible membership to continue the vital work of an essential American industry. *Make a real difference, enjoy what you do and who you work with in a dynamic, flexible work environment.*

### At-a-Glance

- **Long-term Position!** Executive Director Emeritus served for 25 years.
- **Mentoring and support:** Available & TBD based upon individual's need.
- **Salary Range:** \$125,000+ (*commensurate with knowledge and experience*)
- **Benefits:** Paid travel to great locations! Generous benefits provided in addition to salary
- **Location:** Remote Position upon request
- **Application Closes:** August 20, 2021
- **Final Selection Process:** Fall 2021

*Purpose: To promote the economical and environmentally sound use of wood crossties. The Association is involved in research into all aspects of the crosstie industry and ongoing activities dealing with sound forest management, conservation of timber resources, timber processing, wood preservation, product development, market-based forecasting & analysis, and the safety of industry workers.*

### Essential Functions

*The Executive Director is self-motivated and proactively engages in a diverse, dynamic and challenging assortment of duties and responsibilities, including things like...*

- Executive leadership and direction for the association, its board and committees
- Strategic and tactical planning for the industry
- Oversight and management of association contracts
- Financial planning and management
- Management of staff, outside consultants or contractors
- Development and implementation of industry research projects
- Industry advocacy
- Event/meeting planning, execution and oversight
- Member and public inquiries
- Writing and editing for association magazine, publications and presentations
- Interaction with multiple sister associations
- Lobbying in support of the related industries

**JOIN US!**



An Equal Opportunity Employer  
TO RESPOND OR APPLY:  
Email: [rtaedhire@gmail.com](mailto:rtaedhire@gmail.com)





**CAREER OPPORTUNITY**  
**Executive Director**

**Education and Experience**

High school diploma *plus* bachelor's degree or equivalent related experience required. Preference may be given to advanced degrees, focus of study and/or proven, successful experience in related fields such as forestry, wood science, engineering or railway operations. Prior positions that required the individual to interface and take an active role within a trade association is a plus.

**Core Competencies / Job Knowledge**

The Executive Director is well-informed and pursues excellence in the profession. Mentoring will be available upon needs (TBD). She or he must have the capacity and capability to learn and perform at the appropriate level in at least the following areas:

**COMPETENCIES**

- Decision Making / Reasoning
- Financial Management
- Gather and Interpret Relevant Information and Data
- Honesty, Integrity and Ethics
- Interpersonal Communication
- Collaboration / Teamwork
- Leadership
- Negotiation
- Planning / Project Management
- Problem Solving / Creativity
- Responsibility
- Self/Professional-Management
- Service to Others - Internal and External
- Sociability
- *For complete definitions of the competencies, visit the job page at [www.rta.org/EDhire](http://www.rta.org/EDhire)*

**APPLICABLE JOB KNOWLEDGE**

**Industry Specific**

- Forestry/Forest Supply Chain
- Wood Treating/Wood Preservation
- Crosstie Industry & Markets
- Softwoods/Hardwoods Lumber
- Wood Science/Scientific Methods/Research
- Railroad Industry & Markets

**Management and Business**

- Budgeting/Financial Management
- Accounting Principles
- General Computing Skills
- Microsoft Windows & Office Applications
- Contracts/RFP's/Proposals
- Business Management
- Human Resources/Employment Law Principles
- Government Regulation/Lobbying
- Internet/Social Media/Video Conferencing

Thank you for your interest in the RTA and the members we serve. The functions, competencies and job knowledge shown are only a representation of and are not all inclusive of such for this position. Mentoring and support will be provided during a transition period. For candidates advancing in the process, RTA will seek background information, including credit reports, criminal history reports, and other reports and data covered by the Fair Credit Reporting Act. The successful candidate, upon receiving a conditional job offer, will be required to pass a physical examination that reflects the needs of the job, including but not limited to the ability to: a. safely and successfully travel over, around and down railroad tracks during inspections; b. safely tour manufacturing, logging, railroad, and other industry-related facilities that may include areas with stairs or other non-ADA compliant features; and c. travel and work in climates with temperature and humidity extremes, all with or without reasonable accommodations. The RTA is an Equal Opportunity Employer. For assistance in the recruitment, application, and selection process please reach with question via email to [rtaedhire@gmail.com](mailto:rtaedhire@gmail.com)

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