



Senior Manager, Industry Research and Labor Relations (Full-time)

Job Purpose:	To support the achievement of the Association's short and long-term industry objectives. To serve as a resource to GBCA membership on matters of labor, industry analytics and research, or association relations. To represent GBCA and the GBCA President as needed.
Responsible to:	President
External Relationships:	General contractors, sub-contractors, suppliers, developers, vendors/consultants, labor unions, industry partners, AGC of America, local, state, and federal elected officials, and government agencies
Internal Relationships:	Board of directors and stakeholders, executive management, GBCA employees
Salary:	Competitive Salary and Benefits Package
Office Hours:	M-F, 8:30 AM to 5:00 PM; occasional evening or weekend events
Location:	Philadelphia, PA (Center City)

Key Responsibilities and Accountabilities

The essential industry research duties will include, but not be limited to, the following:

- Develop and maintain reports and dashboards to track key performance indicators and industry trends.
- Compose and compile reference documents and statistical data regarding labor legislation, labor market conditions, prevailing union and management practices, wage and salary surveys, and employee benefits programs.
- Gather and analyze data on local, regional, and national collective bargaining agreements, including terms and conditions, wages and benefits, and other relevant provisions.
- Research and identify industry standards and norms found in similar collective bargaining agreements across the nation.
- Provide data-driven recommendations to the executive leadership regarding methods to improve the Association's operations and member engagement opportunities.
- Provide comprehensive language analysis and draft summary documents for general and specialty trade agreements as required by industry stakeholders and the Association.

- Assess the potential impact of collective bargaining agreements on member companies and the industry.

The essential labor relations duties will include, but not be limited to, the following:

- Serve as a key member resource regarding labor relations issues.
- Advise association management regarding the development, application, and interpretation of labor relations policies and practices.
- Build and maintain relationships with key labor organizations and their representatives.
- Provide contractors with guidance and support regarding area agreements, labor disputes, and measures to prevent work stoppages.
- Provide information regarding the interpretation and application of the collective bargaining agreements.
- Evaluate grievances and other local conflicts resulting from the labor Agreements to determine if contractual violations have occurred. Recommend or implement appropriate remedies to grieving parties.
- Develop and maintain the Association labor relations information systems, detailing significant events and corrective actions.
- Serve as staff liaison to the GBCA Labor Policy Committee, prepare meeting agendas, conduct Committee meetings, and record minutes.
- In collaboration with executive leadership and Board members, assist in developing the collective bargaining strategy for the Association to support overall Association objectives.
- Develop relationships with other bargaining associations and collaborate as needed throughout regional negotiations.
- Develop MOU's and gain acceptance for all Agreements upon reaching tentative agreements.
- Review the draft agreements prior to authorization for printing.

Knowledge, Skills, and Abilities

The ideal candidate will possess the following:

- Demonstrated record of ability to research, collect, analyze, summarize, and report on complex data and information
- Demonstrated record of accomplishing defined objectives with minimum supervision
- Demonstrated record of achieving desired outcomes by effectively influencing without formal authority
- Superb project management and program development skills
- Demonstrated record of effective and accurate budget management

- Excellent written and oral communication and presentation skills
- Ability to collaborate as a team but also be a strong, independent team member
- Attention to detail, proactive, and good organization
- Ability to meet internal and external deadlines
- Proficient computer skills (Microsoft Office applications, database applications, data visualization applications, etc.)
- Uncompromising ethics
- Ability to provide superior service to association members and industry stakeholders
- Strong analytical and problem-solving skills

Education and Experience Requirements

- Bachelor's degree in a related field (e.g., law, labor relations, statistics, economics, business)
- 5+ years of experience in a related field
- Experience in the construction, real estate, or related industries is a plus

Responsibilities and qualifications may change at any time, with or without notice.

Work Conditions/Physical Demands

The Industry Research and Labor Relations Senior Manager works in a typical office environment. A typical workday will include, but not be limited to walking around the office, sitting at a desk, using the computer, using office machines, and speaking on the phone. Periodically, the Senior Manager will be required to attend GBCA events or related outside meetings/events on behalf of the GBCA. These meetings/events may take place outside of regular business hours and outside Center City Philadelphia.

We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application Instructions

Qualified candidates should submit the following to the attention of Kristin DeFrancisco via email to kdefrancisco@gbca.com:

1. Cover letter
2. Resume
3. Names and contact information for three professional references

Applications that fail to fulfill this requirement will not be considered.