



Position:	Technical Director, Project Resources & Solutions Division
Description last updated:	May 6, 2024
Supervisory Position:	No
Position Reports To:	Senior Director, Project Resources & Solutions Division
Status:	Full-Time
FLSA:	Exempt
Location:	United States, Home based

PRIMARY PURPOSE OF THE POSITION:

This Technical Director position is primarily responsible for development of educational content and interaction with wood industry partners. The team of Technical Directors in WoodWorks' Project Resources & Solutions Division functions as industry experts on all topics related to wood design and construction. The position also serves a vital role in coordinating and communicating the wood industry's messages with internal and external audiences.

ESSENTIAL JOB FUNCTIONS:

- Deliver best practices related to sustainable wood design and construction. Actively work to provide wood solutions and remove barriers to wood on building projects by providing one-on-one technical assistance, directly interfacing with design and construction professionals, and using education as a conversion tool.
- Advise on preliminary building designs, provide cost estimating insights, suggest alternate design solutions using wood, and address issues that arise.
- Establish a client network and actively work to convert projects to wood.
- Build and maintain a pool of wood champions who can function as additional sources of expert advice.
- Work closely with the Project Support Field Division to devise strategies for converting projects to wood.
- Document and centralize technical assistance and presentations to build a strong corporate knowledge base and reinforce brand continuity across the team and over time.
- Create compelling PowerPoint presentations and utilize strong public communication skills to present technical topics at educational events including conferences, workshops, seminars, and webinars.
- Determine themes and agendas for WoodWorks educational events based on current industry needs and market focus. Coordinate with the Lead Management & Events Division to identify and secure speakers.
- Coordinate the approval process for all WoodWorks content—including educational events as well as white papers, case studies and design tools. This involves seeking input from partner associations such as the American Wood Council, APA – The Engineered Wood Association, FPInnovations and the Forest Products Laboratory. It also involves creating summaries that capture the value proposition of proposed activities for submittal to funding partners such as USDA and the Softwood Lumber Board.
- Review speaker presentations for appropriate WoodWorks messaging and content as well as AIA requirements. Prepare AIA approval forms and coach speakers on key messages.
- Review speaker feedback and use this information to guide future choices.
- Arrange and participate on project site tours to assist in collecting and transferring knowledge around best practices to internal and external audiences.
- Track market trends and opportunities, and use the insights gathered to develop focused market strategies.

QUALIFICATIONS:

Required:

- Knowledge of commercial or multi-family wood building construction and code requirements
- Strong presentation and communication skills (includes writing and the knowledge to create compelling content)
- Initiative and a proven willingness to take accountability for results
- Results-oriented and equally able to work collaboratively or independently
- Ability to successfully navigate politically-charged situations and to recognize and respect sensitivities
- Proficiency using Microsoft Word, Outlook, PowerPoint and Excel

Preferred:

- Expertise/specialty focus in at least one of the following areas: wood structural design including wind and seismic (preferably commercial, midrise and schools); fluency in building codes with respect to wood through plan check/Building Department experience; project cost mastery including cost estimating and take-off experience with multiple materials, including wood.
- Knowledge of commercial or multi-family wood building construction and code requirements
- Experience interacting with wood industry association technical committees
- Proficiency with either structural design software or construction estimating software

SUGGESTED BACKGROUND:

- Bachelor's Degree (Civil or Structural Engineering or related major)
- Licensed PE (SE a plus)
- 2-5 (or more) years' experience designing wood structures

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

WoodWorks and Wood Products Council are active Equal Employment Opportunity Employers, M/F/D/V. We welcome all people regardless of race, color, national origin, religion, age sex, disability, veteran status, or other category protected by law.

A job description is a general description of the function and major duties of a job. It may not specify all duties, tasks, and assignments associated with a job. It is not intended to limit or in any way modify the right of management to direct, assign, and control the work of employees in a unit. Accuracy, attention to detail, ability to work effectively in a team environment, and ability to work in an atmosphere of multiple projects and shifting priorities are requirements of all jobs at WoodWorks. Additional job-related qualifications may be specified for some openings. Job descriptions are subject to periodic review.