

HBA Positions Available AS OF 2/25/2015

*To apply, please follow the instructions in each of the individual ads.

**To post a HBA job opportunity, please [complete this form](#). This list is only for job opportunities at local and state HBAs affiliated with NAHB. Other types of positions will not be posted.

EXECUTIVE OFFICER: HBA of Midwest Georgia

The HBA of Midwest Georgia is a 150 member-based association serving the building industry in ten-counties South of Atlanta.

Position Description:

Applicant should be able to provide excellent customer service to a diverse group of members. Applicant with background in sales, non profit organizations and office management will be considered first. Applicant must be detail oriented and able to work without supervision.

Position Responsibilities:

- Manages the daily office operations of the association to include hiring and managing staff
- Maintains all HBA Social Media and website
- Understands 501c6 corporations and can work within the laws of such
- Works within all guidelines as directed by the Board of Directors and maintains the assets of the association in accordance of established policies
- Other responsibilities of Association/Office manager

Position Requirements:

- Office skills – QuickBooks, Publisher, All Word, Excel and Power Point, basic knowledge of creating a newsletter, operation of office equipment, knowledge of social media, Facebook, etc.
- Accounting – daily operations of accounts receivables and payable, processing of invoices, membership dues, non-dues revenue, budget and operation
- Leadership skills – plan and coordinate all events of the association utilizing the support of the various committees, develop and promote membership goals, support the decisions of the Board of Directors
- Customer Service - must be able to deal with/adapt to challenging personalities and situations
- Must be able to travel to state and National meetings in various locations

Compensation Details: This position includes salary, car allowance, health insurance allowance and two weeks paid vacation after one year.

Application Instructions: Send resume to: New EO Search Committee, 101 Devant Street Suite 306, Fayetteville, GA 30214 or email HBAMWGEOSearch@gmail.com by **Thursday, April 30**. Include cover with salary requirements.

Additional Details: Position will start June 1, 2015. New Executive Officer will work with existing EO for month of June, July & August. New EO will be expected to attend the NAHB A.L.I. in July 2015 in Pittsburgh, PA.

ADMINISTRATIVE ASSISTANT / MEMBERSHIP COORDINATOR: HBA of Lake & Sumter Counties Florida

The HBA of Lake-Sumter is located in Tavares Florida, between Orlando and Ocala. The Administrative Assistance would work with one full time Executive Director.

Position Description:

We seek an energetic and forward thinking individual who will provide high quality customer service and administrative support to our organization. Responsibilities to include daily office administration and other

duties as assigned. Candidate must be detailed oriented, highly organized, a self-starter and possess exemplary interpersonal and communication skills.

Position Responsibilities:

- Answer and route all incoming phone calls.
- Greet clients coming into the office with a professional and friendly manner.
- Organize and maintain confidential filing systems, process applications and update company database.
- Assist with monthly membership meetings, including managing online registrations & payments.
- Aide in the creation of monthly newsletters, event flyers and manage social media postings and eNotifications.
- Staff liaison to the Membership, Golf Tournament, Remodelers/Green, October Party and Home Show Committees.

Position Requirements:

- Cover all office hours, Monday – Friday 8 am – 4:30pm
- Occasional evenings and weekends. Limited travel on occasion. Ability to traverse via motor vehicle at night and early morning on occasion.
- Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint) and Adobe Acrobat
- Ability to work independently, demonstrate initiative and able to prioritize multiple assignments under deadlines
- Adaptability to challenging situations, changing processes & excellent customer service skills.
- Experience working with social media, internet savvy and a good understanding of various computer & software systems.
- Must have own vehicle, good driving record and willing to drive at night on occasion.
- Must be able to lift 30 Lb.

Compensation Details: Salary is commensurate with experience and membership growth.

Application Instructions: Send resume to Carolyn Maimone at Exec@LakeSumterHBA.com.

EXECUTIVE VICE PRESIDENT: HBA of St. Louis and Eastern MO

600+ members in metro of 2.8 million people with three annual home shows and major government affairs emphasis. Staff of 16 plus a contract state lobbyist. Serves four primary counties on Missouri side of metro area where 80% of all metro home building is occurring (Illinois 20%). Current EO will retire from full-time position October 31, 2015.

Position Description:

Oversee management of all facets of the association. Supervise staff, delegate tasks as appropriate, help represent the association in front of all publics.

Position Responsibilities:

- Supervise staff
- Represent HBA to external publics
- Oversee all facets of association's management

Position Requirements:

- Utmost integrity
- Excellent written and oral communication skills
- Five+ years successful experience in business or association management

Compensation Details: Competitive salary and benefits based on industry standards.

Application Instructions: Interested applicants should email a cover letter, resume (MS Word format) and compensation to Debbie Galbraith and Eric Peterson, Waverly Partners Executive Search, c/o HBStLouis@Waverly-Partners.com by **Wednesday, April 15, 2015**. Contact Debbie Galbraith, Managing Director, Waverly Partners at DGalbraith@Waverly-Partners.com or 785-764-2920 with questions.