

HBA Positions Available AS OF 1/22/2015

*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: North Idaho BCA

Second largest BCA in Idaho located in Coeur d'Alene, just 25 miles east of Spokane Washington. NIBCA has 170 members and the position of Executive Officer would work with one full time staff person as the Administrative Assistant.

Position Description:

The Executive Officer serves as the chief administrative officer, recommends and participates in the formulation of new policies and makes decisions within the bounds of existing policies. Plans, organizes, directs and coordinates the staff, programs and activities to ensure the goals of the association are met.

Position Responsibilities:

- Supervising one staff person
- Overseeing the office function to meet performance guidelines set by BOD
- Working with leadership to meet annual goals
- Overseeing committee function

Position Requirements:

- Previous EO or association management experience
- Willingness to re-locate in North Idaho
- Have a focus on membership growth

Compensation Details: \$50,000 annually with no health insurance. Opportunity for bonus based on membership growth.

Application Instructions: Submit resume to Larry Jeffres at larry@nibca.com by **Friday, Jan. 30**.

EXECUTIVE DIRECTOR: HBA of Dayton

The Home Builders Association of Dayton (www.HBADayton.com) is seeking an Executive Director committed to leading the association and carrying out the mission of supporting building industry professionals and serving as a respected community resource.

Position Description:

The Executive Director will lead a local chapter of a national association with over 320 members and at least one employee.

Position Responsibilities:

- Implement the objectives established by the Board of Directors
- Active involvement in legislative affairs related to the home building industry
- Be the voice of the association and building industry in public and political events, forums, and activities
- Build and maintain membership
- Coordinate, support and foster accountability to and within all Board approved committees, programs, and events

Position Requirements:

- Bachelor's Degree and or equivalent work experience
- Familiarity with home building, real estate, and economic development preferred

- Ability to build/develop community awareness of the association and the ability to influence and manage government affairs related to the construction industry
- Strong interpersonal skills to build/maintain high profile public relations on a local and state level along with strong written and oral communication skills
- Strong leadership and team building skills for organizing volunteers and committees as well as building association membership

Application Instructions: Please send your resume and salary requirements to: Executive Director Position c/o Greg Page LPA, 7501 Paragon Road, Dayton Ohio 45459, or email to info@HBADayton.com. Go to www.hbadayton.com to view and review the Executive Director Job Description.

Additional Details: Home Builders Association of Dayton is a 501(c)6 non-profit member organization. This is a full-time salaried Monday through Friday position. There will be occasional evening and/or weekend meetings and events that you will be required to attend. You must have a valid driver's license, your own insured vehicle, and a good driving record.

EXECUTIVE OFFICER: Chippewa Valley HBA

The Chippewa Valley Home Builders Association (CVHBA) is a non-profit trade association representing the home building industry. Host to the extremely popular Parade of Homes and Home and Garden Show, the CVHBA has been supporting the area's housing industry by offering substantial resources to members and the public since 1972. Our mission is to build a better area housing industry through promotion, advocacy and education. CVHBA is governed by elected officers and board members having an interest in the building industry who donate their time and services to oversee the functions, operations and objectives of the association.

Position Description:

Serves as chief administrative officer, recommends and participates in the formulation of new policies and makes decisions within the bounds of existing policies. This position is responsible for communications, governmental affairs, community relations, membership services, educational programs and signature events.

Position Responsibilities:

- Plans, organizes, directs and coordinates the staff, programs and activities to ensure the association's goals and objectives are met in accordance with the association's bylaws
- Oversee the management of the association's office building including tenant relations, maintenance and repairs
- The Executive Officer reports to the President and Board of Directors.

Position Requirements:

- Excellent leadership, public speaking, interpersonal and persuasive skills
- Strong skills in budget and financial management
- Bachelor's degree in public administration, business administration, planning or related field
- Minimum of 5 years of progressively responsible experience managing an organization, association or department , including management and supervision of staff

Compensation Details: Salary commensurate with work experience and qualifications. Base salary, plus performance based bonus program, vacation, and retirement program with company match. This is a full time position.

Application Instructions: Interested applicants should submit a cover letter, resume with references and salary requirements to jennifer@cvsHomebuilders.com by **Friday, Feb. 6.**

EXECUTIVE OFFICER: BIA of Tulare & Kings Counties, CA

Established in 1988, the Building Industry Association of Tulare and Kings Counties (BIATKC) is a non-profit organization representing all builders, developers, subcontractors and associated businesses doing business in Tulare and Kings Counties. We are governed by elected officers and board members having an interest in the building industry who donate their time and services to oversee the functions, operations and objectives of the association.

Position Description:

Serves as chief administrative officer, recommends and participates in formulation of new policies and makes decisions within the bounds of existing policies. Plans, organizes, directs and coordinates the staff, programs and activities to ensure the association's goals and objectives are met.

- Informs the Board of Directors, Executive Committee and Officers on the conditions and operations of the association. Attends all meetings of the Board of Directors and Executive Committee.
- Maintains the assets of the association and investments in accordance with the established policies.
- Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the objectives of the association.

Position Responsibilities:

- Industry Watchdog
- Steward of the Association & its Assets
- Leader of Information
- Liaison
- Manager

Position Requirements:

- Plans, organizes and directs membership promotion and retention programs
- Acts as a liaison with Board of Directors, Executive Committee, Officers, Members, NAHB
- Promotes interests of the association
- Manages the administrative operations of association
- Plans, formulates and recommends to the Board

Compensation Details: Negotiable

Application Instructions: Please email your resume with cover letter and references to brian@ennisteam.com with a subject line "EO BITK" in the email by **Sunday, Feb. 1.**

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 HBAStLouis@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.

EXECUTIVE VICE PRESIDENT: Manatee-Sarasota BIA

The [Building Industry Association for Manatee and Sarasota Counties](#) has served as the leading not-for-profit trade organization for more than 50 years. The organization is dedicated to the building industry and in particular to residential construction, remodeling and development in the local west coast of Florida communities including all the cities within the county's borders. The BIA office is located in Lakewood Ranch which straddles the county line between the two counties.

Position Description:

The BIA is seeking an Executive Officer to serve as the CEO and chief lobbyist/spokesperson for the organization. The overall goal of this position is to meet the Board of Directors yearly objectives, achieve the association's revenue goals, and to retain and grow the BIA's membership. This position is responsible of

communications, governmental affairs, community relations, educational programs, preparing and monitoring the annual budget and professionally managing an experienced staff. The Executive Vice President reports to the President and Executive Board of the BIA with the overall responsibility to carry out the mission and goals of the BIA and the Board of Directors strategic plan directions in accordance with the associations by laws.

Position Responsibilities:

- Reports consistently and clearly to the Executive Board and the Board of Directors about conditions, operations and financial progress and any concerns of the association and its membership, including preparation and guidance on these matters as appropriate.
- Maintains the assets of the association in accordance with established policies including all governmental reporting, association insurance policies and any legal matters that may arise affecting the association.
- Oversees marketing plans and growth strategy of the BIA's staff to ensure that all non-dues revenue events and programs are successful and profitable and providing meaningful content and value to the membership.
- Serves as the chief editor of all official publications, authorized spokesperson for all communications outside of the organization and actively promotes the associations activities and programs in the local community.
- Serves as the association's Chief Lobbyist with regards to governmental affairs and political action interests of the BIA.

Position Requirements:

- 10 years or more of experience managing a major organization, association or department.

- Bachelor's degree preferred, but work experience may be substituted. Association certifications are a plus and obtaining associations would be expected during the tenure of the EVP.
- Proficient in basic offices systems and computer applications and office software packages and cellular applications. Social media communication experience is helpful.
- Excellent leadership, public speaking, interpersonal and persuasive skills important.
- Strong skills in budget and financial management.

Compensation Details: Salary commensurate with work experience and educational qualifications. Base salary, plus performance based bonus program, vacation and sick time pay, 401K program with company matching after one year, plus car allowance and company cell phone.

Application Instructions: Qualified applicants please send resume and references to alan@ms-bia.org by **Friday, Jan. 30**. Position offered is to replace retiring EO effective 4/30/15 with a 4/1/15 effective hire date and 30 day transition.