

Home Builders Association of the Grand Traverse Area Executive Officer

Reports to: Board of Directors

Job Status: Full-Time/Exempt

The Home Builders Association of the Grand Traverse Area is a non-profit 501(c)6 organization whose mission is to be a high-quality resource for building industry professionals who provide outstanding service to our community. "HBAGTA serves over 350 members in the Grand Traverse Area from small sub-contractors to large general contractors and every business in between.

The Home Builders Association is searching for an innovative, decisive, and high-energy leader for the role of Executive Officer. The ideal candidate will have the vision to help move the organization forward and ensure the Home Builders Association remains relevant in the changing environment.

POSITION OVERVIEW:

The Executive Officer of HBAGTA is responsible for the overall leadership and strategic development of the Home Builders Association its membership and programs. In this highly visible position, the Executive Officer oversees all operational, financial and visioning aspects of the association. The Executive Officer is a key representative and advocate for member businesses; accountable for providing executive leadership, strategic direction and vision for the development and fulfillment of the Home Builders Association's mission. The Executive Officer is responsible for the overall management and success of the Home Builders Association; it's funding, members, employees, programs, and events.

This individual reports to a Board of Directors including an Executive Board and has direct supervisory responsibilities for a staff of two. The Executive Officer is the official spokesperson for the Home Builders Association and is actively involved in community-wide business and economic related issues and events as well as effectively advocating for the industry at local and state government levels. This individual is involved in high-level interaction with executives of companies of all sizes, education leaders, community organizations, foundations and government officials on community development initiatives.

SPECIFIC RESPONSIBILITIES:

- Work with the Board of Directors to develop, and implement a well-defined, measurable, program of work for initiatives and programs within the Home Builders Association.
- Continually evaluate the Home Builders Association's programs and services to maintain their effectiveness and efficiency. Submit recommendations for improving programs and develop innovative new programs in keeping with contemporary needs.
- Collaborate with the Board and partner organizations to identify and manage the Home Builders Association's relationships and advocacy efforts before relevant local, regional, state, and federal government bodies to achieve desired outcomes. Leverage and maximize the Home Builders Association's influence through positive relationships.
- Follow community and legislative actions that would detract from a favorable business environment, communicate to the Board of Directors when action is needed and support action that would improve the region's business climate.
- Ensure sustainability of the Home Builders Association by continuous growth of member companies, continuous growth of revenue from member investments, events and other

sources, and management of the Home Builders Association's financial affairs, including the preparation of an annual budget.

- Lead in the continuation of building partnerships and programs with governmental organizations, and educational partners.
- Work with staff to continually improve on the value of the Home Builders Association's programs that result in the attraction of new members and the retention of existing members.
- Administer the development and implementation of annual activities, budgets and monitor the procedures and reports necessary for sound management.
- Assure that daily activities of the organization work smoothly to serve members, partners, the community, and others, as appropriate.
- Through personal contact with key community leaders, partners and members, the Executive Officer will represent the Home Builders Association in meetings locally and statewide.
- Serve as the official spokesperson for the Home Builders Association with the media, as primary liaison with elected, and appointed governmental officials, major trade and professional organizations and other constituencies.
- Maintain and continually develop a diverse group of volunteer leaders of the Home Builders Association.
- Manage a highly effective and efficient organization as measured by staff performance, membership satisfaction, quality programs and initiatives and revenue and expense management.
- Provide leadership, motivation, and professional development for all staff members.

KNOWLEDGE AND EXPERIENCE:

- Experience developing and executing annual work plans for a membership-based organization.
- Demonstrates knowledge with the unique challenges of running a non-profit operation; experience with the dynamics of a Home Builders Association or similar membership organization.
- Have a history of creating programs and initiatives that focuses on increasing economic vitality and quality of life.
- Knowledgeable about the importance of the residential/commercial construction industry and its impact on the region.
- Successful experience forging productive alliances across private, public, and governmental sectors and leading public/private partnerships.
- Experience actively promoting an organization; track record of new membership growth and retention, increased value and appropriate expansion.
- Demonstrates ability to manage financial affairs of an organization and communicate effectively with Board of Directors.
- Knowledge of workforce training and development issues and implementing programs in collaboration with educational partners to address needs.
- Strong background interacting and communicating with multiple audiences at the public, private and media level; strong public speaking abilities. Ability to effectively articulate goals, objectives, and policy positions of the Home Builders Association to the media and the community.
- Demonstrated ability to incorporate technology improvements/enhancements into the day-to-day operation of an organization.
- Excellent listener; outstanding written and oral communication skills; effective presentation skills to multiple audiences.
- Experience bringing groups and individuals together around complex issues.
- Experience with governance issues and Board of Director interactions.

LEADERSHIP AND PERSONAL SKILLS:

- Strategic visionary thinker – ability to set sights on a new future, constantly identifying challenges, threats and opportunities that exist in the environment – ability to think differently about how the businesses environment operates and look for new ways to solve problems.
- Communicator - open and candid about the state of the industry's environment, acknowledges concerns, works at building morale, celebrates all wins, and encourages others to be proactive about helping to improve the business environment within the region.
- Relationship builder - ability to ensure alignment within the organization so that everyone is working towards the same goals and they understand any changes in direction.
- Inclusion - promotes diversity and inclusion in developing, attracting and retaining minority-owned businesses and interests.
- Networker – ability to build collaborative and productive relationships with others and maintains a wide network of contacts that can be leveraged on behalf of the organization's goals.
- Impact and Influencer - ability to generate support from others to achieve the desired outcome, especially in situations where there is no clear “ownership” of the issue under discussion.
- Driver for Results - ability to continually focus on achieving positive, concrete results that contribute to the business success of the organization. Display a genuine passion for the region. Seek ways to overcome competitive challenges and develop opportunities.

QUALIFICATIONS:

Ideal candidates for the position would have a proven track record in executive leadership, strategic planning and implementation, experience with non-profit organizations, Board management, membership development, budget and operational management, public advocacy, building and maintaining collaborative partnerships. In addition, all candidates should be expected to present the following:

- Bachelor's Degree or related work experience in association management, non-profit management, marketing, business, finance, or related field.
- Minimum of 3 to 5 years business experience with senior management interaction and a combination of for-profit and non-profit experience preferred. Residential//Commercial contracting experience is a plus.
- Experience in directing staff and managing the financial process of an organization. Quick Books knowledge is a plus.
- Excellent communication skills, oral and written; a persuasive and passionate communicator with excellent interpersonal and group presentations.
- Strong marketing, public relations and fundraising experience with the ability to engage a wide range of stakeholders and industries to grow membership.
- Understanding of the various social media platforms and how to maximize the Home Builders Association's brand awareness through these marketing channels.
- Success working with a Board of Directors with the ability to cultivate existing board member relationships and effectiveness.
- Must be hands on and willing to do anything that needs to be done in the day-to-day operations of the Home Builders Association
- Successful completion of a background check.

COMPENSATION AND BENEFIT:

We are offering a locally competitive salary for the right candidate including:

- Salary range: \$55,000 to \$70,000 annually plus an incentive bonus based on performance
- Fringe benefit package to include: Defined contribution healthcare plan, SEP/IRA plan, mileage reimbursement, vacation/sick leave/bereavement program per employee manual

For consideration, resume and cover letter must be directed to Tom Kern with Kern Consulting Group: tom@kernconsultinggroup.com