



HOME BUILDERS ASSOCIATION OF JACKSON

Job Title: Executive Officer

Date: 06/28/2024

Reports to: HBA President

Job Type: Full Time – Exempt

Job Overview: The Executive Officer of the Home Builders Association is a pivotal leadership role responsible for overseeing the strategic direction, operations, and advocacy efforts of the association. This position requires a dynamic individual with a passion for the home building industry, strong organizational skills, and a proven track record of effective leadership. The Executive Officer will work closely with the Board of Directors, industry partners, and members to advance the interests of the association and promote the growth and prosperity of the home building sector.

Association Overview: Established in 1955, the Home Builders Association of Jackson (HBAJ) is the voice of the building industry, dedicated to preserving and protecting the American Dream of Home Ownership. The HBAJ promotes professionalism while providing education and membership support.

Key Responsibilities:

1. Strategic Leadership:

- Develop and execute strategic plans to advance the mission and objectives of the Home Builders Association.
- Provide visionary leadership to drive innovation, growth, and sustainability within the organization.
- 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.

2. Membership Engagement:

- Cultivate strong relationships with existing members and recruit new members to grow the association's membership base.
- Develop and implement initiatives to enhance member engagement, satisfaction, and retention.
- Serve as a primary point of contact for member inquiries, concerns, and feedback.
- Schedule and participate in board meetings.

3. Operational Management:

- Oversee the day-to-day operations of the association, including financial management, budgeting, and reporting.
- Manage communication with the board members and contractors, providing guidance, support, and mentorship as needed.
- Ensure compliance with relevant laws, regulations, and organizational policies.
- Acts as a liaison between NAHB, attending all official meetings and the Association Leadership Institute.
- Safeguards confidential information as it applies to the daily functions of the association and members.
- Carries out such and other general responsibilities as may be delegated by the Officers and Board of Directors.

4. Communications and Public Relations:

- Develop and execute a comprehensive communications strategy to promote the association's mission, activities, and accomplishments.
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- Serve as the primary spokesperson for the association, effectively communicating its positions and priorities to the media and the public.
 - Provide outstanding customer service to current and prospective HBA members and related parties including, but not limited to, prompt and professional responses to member inquiries and personal follow-ups with current/prospective members in order to ensure their experience with the Association is exceptional.
 - Leverage traditional and digital media channels to enhance the association's visibility and reputation.
 - Plans and executes association events.
 - Foster a culture of excellence, collaboration, and accountability among staff and members.
5. **Advocacy and Government Relations:**
- Represent the interests of the home building industry to government officials, regulatory bodies, and other stakeholders.
 - Build coalitions and partnerships to amplify the association's advocacy efforts and achieve common objectives.

This job description is not intended to be and should not be construed as an all-inclusive list of all responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, the Board of Directors reserves the right to modify, add or remove duties and to assign other duties as necessary.

Knowledge, Skills and Abilities

Qualifications:

- Administrative Experience 2 Years (Preferred)
- Proven leadership experience in a management role, preferably within a trade association, nonprofit organization, or related industry.
- Proficiency in QuickBooks.
- Proficiency in MS Office (MS Excel and Outlook)
- Strong understanding of the home building industry.
- Excellent communication and interpersonal skills, with the ability to build consensus, negotiate effectively, and represent the association with credibility and professionalism.
- Demonstrated track record of strategic planning, financial management, and operational excellence.
- Ability to work independently, prioritize tasks, and manage multiple projects simultaneously in a fast-paced environment.
- Maintain the general ledger to include the preparation of journal entries, coding of invoices, accounts analysis and reconciliation, closing books, setting up new accounts, etc., as necessary or instructed.