



## **Job Posting**

### **Home Show Manager**

The Southern Arizona Home Builders Association (SAHBA) is the “voice” of the residential home building industry in Pima, Cochise and Santa Cruz counties. The Association is an advocate for promoting housing opportunity and choice. Our purpose is to stimulate home building business, influence political decisions favorable to the industry and promote our member companies to the public. The Association strives to provide information, relevant programs, events and continual support to our members. SAHBA is a chapter of the National Association of Home Builders (NAHB).

The Home Show Manager is responsible for the successful organization and production of SAHBA’s Home Shows which are currently twice annually. Proceeds from Home Shows support SAHBA’s organizational and administrative needs while providing means to reinvest into member programs and services that increase value of membership. This individual works closely with other SAHBA team members who are responsible for membership growth, revenue growth and successful production of all member events. Home Show Manager will also assist accomplishing those objectives as well.

#### **Essential Functions and Major Responsibilities:**

- Develop, monitor and adhere to budget for each Home Show or event including preparing a budget analysis after each Show and making recommendations for financial improvement.
- Work with SAHBA Accounting Manager on accounts receivable/payable and preparing financial reports.
- Secure future Home Show dates and venue.
- Work with Business Development Specialist to develop strategic objectives and scope of work for each show including: finalizing the look and themes, finalizing floorplan and determining the most appropriate placement of features, exhibitors and sponsors.
- Secure and promote features, entertainment and attractions for the Shows/Events.
- Work with Business Development Specialist to develop a comprehensive sales strategy and plan for each Show.
- Play an active role in securing exhibitors and driving revenue growth from current and prospective exhibitors/sponsors.
- Manage exhibitor relationships including booth placement and maintaining ongoing communications regarding show updates and information.
- Create, distribute and follow up on exhibitor contracts for each Show.
- Manage vendor relationships and negotiate contracts with service providers including: Tucson Convention Center, Show decorator, advertising agency and others.

- Oversee recruitment of SAHBA member volunteers to assist with event logistics and exhibitor recognition including awards.
- Manage the Home Show Office and lead on-site event management efforts.
- Develop and implement Advertising, Marketing, Public Relations and Social Media plan in partnership with advertising agency.
- Support SAHBA's objectives to increase membership by encouraging non-member exhibitors to consider memberships.
- Continually innovate and develop new and fresh ideas for the Shows/Events to ensure Show meets financial expectations while retaining current vendors and attracting new vendors.
- Maintain and update the Home Show website with the assistance of advertising agency and web designer.
- Provide performance reports to the SAHBA President on a regular basis and to the SAHBA Board of Directors as requested by the President.

#### **Minimum Qualifications:**

- Bachelor's degree in a relevant discipline and two (2) years' experience managing large venue special events; OR five (5) years' experience managing large venue special events; OR, any equivalent combination of education, experience or training.
- A valid Arizona Class D driver's license and a reliable personal vehicle and the ability to be insured under SAHBA's automobile policy.
- Familiarity with non-profit organizations and home building/construction industry is preferred.

#### **Knowledge, Skills and Abilities:**

- Ability to establish relationships in the local community
- Experience developing and managing a financial budget
- Ability to work in a fast paced team environment
- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Proficiency in utilizing word processing, spreadsheet and email software programs
- Ability to create and deliver PowerPoint presentations tailored specifically to the audience
- Ability to work under pressure and handle multiple projects simultaneously
- Ability to work SAHBA events and attend community events as needed

Interested candidates should apply to [SSmith@SSConsultinginc.com](mailto:SSmith@SSConsultinginc.com).