



Roanoke Regional Home Builders Association, Inc. (RRHBA) Executive Officer Job Posting

Executive Officer job is a full-time 40+ hours per week position supervised by RRHBA President.

The Roanoke Regional Home Builders Association (RRHBA) is a non-profit 501(c)6 professional trade association made up of nearly 300 member firms, representing residential and light commercial builders, remodelers, subcontractors, suppliers and various other service providers to the building industry throughout the Roanoke Region. RRHBA's operational jurisdiction is the counties of Botetourt, Craig, Floyd, Franklin and Roanoke, and the cities of Roanoke and Salem. Host to the Spring Home Show and the Fall Home Show, RRHBA has been supporting the area's housing industry by offering substantial resources to its members and the public since 1955. Our mission is to "serve, support and represent the home building industry."

Summary of Position Description

1. Serves as chief administrative officer, recommends and participates in the formulation of new policies and makes decisions within the bounds of existing policies.
2. Plans, organizes, directs and coordinates with the staff (two full time positions) programs and activities to ensure the Association's goals and objectives are met.
3. Maintains effective internal and external relationships.
4. Through management and leadership, achieves economical, productive performance, forward-looking programming, and constructive growth of the Association.
5. Oversees management of all facets of the Association.
6. Supervises staff, delegates tasks as appropriate, help represent the Association in front of all publics.

Duties, Responsibilities and Authorities

(a) Board of Directors, Executive Committee

1. Informs the Board of Directors, Executive Committee on the conditions and operations of the Association.
2. Attends all meetings of the Board of Directors and Executive Committee, as an ex-officio, non-voting member.
3. Plans, formulates and recommends to the Board of Directors basic policies and programs which will further the objectives of the Association.
4. Executes all decisions of the Board of Directors and Executive Committee, except in cases when assignments are made specifically by the Board.
5. Prepares minutes, agendas and reports for all Board of Directors and Executive Committee meetings.

(b) Financial

6. Maintains the assets of the Association and investments in accordance with the established policies.
7. Develops and recommends an annual budget in cooperation with the Treasurer and Budget & Finance Committee and operates within the confines of established guidelines.



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8. Insures that all funds, physical assets and other property owned by the Association are appropriately safeguarded.
- (c) **Management**
 9. Manages the administrative operations of Association and develops specific policies, procedures and programs to carry out.
 10. Directs and coordinates all approved programs, projects and major activities of staff.
 11. Recruits, hires, trains and motivates association staff.
 12. Establishes performance standards and goals and evaluates staff.
 13. Executes such contracts and commitments as may be authorized by the Board of Directors or established policies.
 14. Serves as Secretary of the Association's for-profit entity – the RVHB Corporation.
 - Duties include attendance of the Corporation's board of directors' meetings; preparation of agendas, minutes and reports; and handling of the Administrative Service Agreement between the Corporation and RRHBA.
 15. Works closely with the trustees board of the Southwest United Builders Political Action Committee (SUBPAC).
 - Duties include attendance of trustees' meetings; preparation of agendas, minutes and reports including quarterly, electronic filings with the Virginia State Board of Elections.
- (d) **General -**
 16. Promotes interest and active participation to members in the Association's activities.
 17. Maintains effective relationships with public and private organizations to ensure the interest of the Association is realized.
 18. Serves as Executive Editor of official publications.
 19. Plans, organizes and directs membership promotion and retention programs.
 20. Provides staff support in planning and conducting all association events.
 21. Provides liaison and staff support to Committees to enable them to perform their assigned functions.
 22. Develops and coordinates legislative, regulatory and political efforts and maintains relationships with government officials and agencies impacting the industry.
 23. Oversees all communications to the membership.
 24. Acts as a liaison with the National Association of Home Builders (NAHB) and the Home Builders Association of Virginia (HBAV), attending official meetings and the NAHB Association Leadership Institute (ALI) when funding is available.
 25. Safeguards confidential information as it applies to the daily functions of the Association and members.
 26. Carries out such other general responsibilities as may be delegated by the Executive Committee and/or Board of Directors.

Position Requirements:

1. Previous building industry and/or non-profit trade association management experience desirable.

1626 Apperson Drive ~ Salem, VA 24153 ~ (540) 389-7135 ~ www.rrhba.com

Page 2 of 3 ~ Dated 12/28/16



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2. Contract management, event production and marketing experience desirable.
3. At least five years supervisory, and/or management experience.
4. Excellent written and oral communication skills.
5. Comfortable with Microsoft Office, desktop publishing, association database software, website design application and accounting software.
6. Utmost integrity.

Position Skills, Knowledge and Abilities:

1. Administrative, management, supervisory, human resources, and budget skills with ability to provide hands-on leadership through changing economic and business conditions.
2. Effective leader of people and processes with the skills to implement and maintain decisions of the Executive Committee and Board of Directors.
3. Exceptional listener with sensitivity to the needs of the membership, staff and leadership; with effective legislative, analytical skills and judgement.
4. Enthusiastic and dedicated supporter of the goals of the Association with appointed leaders in an honest, effective, diplomatic and constructive manner.
5. Highly developed communication, computer, Internet, and professional presentative skills, and personal style and direction.
6. Ability to represent RRHBA and to present alternative solutions to the Board of Directors, Executive Committee, elected officials, media, and other community organizations.
7. Ability to maintain extended hours, attend and participate in weekend and evening meetings and events, and, at times, pull up your sleeves and get your hands dirty.
8. Highly developed project management skills and the ability to direct lengthy and complex projects.
9. This is a position of significant responsibility and trust. Integrity, honesty, ethics and good character are of paramount importance.

Compensation Details:

Salary will be commensurate with experience, qualifications and local market.

Application Instructions:

Interested applicants should email a cover letter, resume and compensation requirements to Carolyn MacLeod, cmacleod@rrhba.com. Resumes and inquiries accepted until position is filled. Questions can be directed to Contact Carolyn MacLeod, (540) 389-7135.

Additional Details:

This is an outstanding HBA with a supportive and involved membership. The highly trained staff is treated with respect and admiration by association members. This is a wonderful opportunity for experienced HBA or non-profit staff looking for a good working environment.