

Executive Director of BIA Job Description

The Building Industry Association (BIA) of Clark County is a nonprofit trade association representing approximately 750 members comprised of builders, developers, subcontractors, suppliers, and companies associated with the industry. The BIA of Clark County is located in Vancouver, WA, in the southwest region of Washington State.

The BIA of Clark County provides members with various educational, business, and networking benefits. The BIA also serves as a resource to public officials in establishing policies relating to housing.

JOB DESCRIPTION

The BIA of Clark County is seeking an Executive Director who will capitalize on the Association's current success to grow the organization's membership, programs, and events. The Executive Director is the chief employed officer of the Association and is tasked with planning, organizing, directing, and measuring staff, programs, and activities to ensure the Association's Strategic Plan goals and objectives are met.

POSITION RESPONSIBILITIES

- Collaborates with and works under direction from the Executive Committee and Board of Directors to achieve the strategic goals of the Association.
- Responsible for hiring, training, supervision, and guidance of staff to effectively plan, track and profitably execute all operations, policies, and programs of the Association.
- Maintains and nurtures relationships with government officials and agencies impacting the industry, and collaborates with staff to achieve the legislative, regulatory, and political efforts of the Association.
- Maintains and safeguards the assets of the Association and investments in accordance with the established policies.
- Develops, tracks, and provides ongoing analysis of annual operating budget and related financial forecasting.
- Assists staff with membership recruitment, communication, education, retention and promotional programs and events.
- Plans, coordinates, and oversees public relations and marketing programs to enhance public acceptance of the industry and generate membership growth.
- Serves as a liaison with NAHB & BIAW (state & national associations), attending all official and Executive Officers Council meetings.
- Develops and maintains key relationships for the Association, including local and regional collaboration with other housing and building industry-related associations.

DESIRED QUALIFICATIONS & REQUIREMENTS

- Bachelor's degree required; MBA preferred.
- 5+ years of managerial experience, business acumen, events experience, communications, and public relations skills.
- Demonstrated background in successful financial management and analysis.
- Experienced in public speaking and giving large group presentations.
- Strong collaborative spirit to work with various organizations, companies, and interests.
- Passion for educating members on the mutual benefits that the BIA brings.
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint.)

ADDITIONAL REQUIREMENTS

- The BIA conducts numerous events over the course of the year. As the lead executive, the ED is expected to attend and participate in planning and organizing these events, often outside of normal business hours, throughout the year. The ED also travels nationally to attend National Association of Homebuilders conferences and statewide to Building Industry Association of Washington meetings.

COMPENSATION DETAILS

Salaried, Exempt position. Compensation will be commensurate with experience. Benefits include health insurance, HSA, 401k retirement plan & employer match, paid vacation and 8 paid holidays per year.

Send cover letter & resume to BIA President Aaron Helmes: aaron@generationhomesnw.com