

***Southern Southeast Alaska Building Industry Association (SSEABIA)***  
***Executive Officer Job Description***  
***2017***

**Job Summary**

Serves as the association's Executive Officer. Reports directly to the Board of Directors and is responsible for the day-to-day operation of the SSEABIA office, its programs, fiscal resources and quality services to the community and the association's membership. Works closely with the Board of Directors to set strategic goals which serve to continuously improve the association and its membership.

**Position Duties**

- Plans, develops, and implements programs and strategic priorities adopted by the Board of Directors.
- Provides guidance and knowledge to the Board of Directors in national, state and local industry trends.
- Provides new Board of Director membership orientation.
- Evaluates individual program effectiveness annually, suggests improvements/changes and recommends program-specific policy implementation/changes to the board.
- Responsible for employment actions for staff and contract labor within guidelines/policies set by the board.
- Serves as the organization's primary planner for implementation of the Board of Directors' strategic goals and objectives annually. Includes development of annual budget for approval by Board of Directors to meet the organization's annual goals.
- Seeks outside funding/non-dues revenue and/or resources from a broad range of sources.
- Develop and maintain programs/services records and reports, including monthly financial statements, monthly program effectiveness reports and committee meeting reports for review by the Board of Directors.
- Maintains accurate and detailed accounting system that meets all federal, state, and local compliance standards.
- Maintains all bi-annual, annual, and quarterly reports, taxes, and applications to ensure association health and well-being
- Responsible for all reporting necessary to maintain association non-profit corporate status in good standing
- Serves as primary liaison with trade, government and community organizations.
- Serves as spokesperson and is responsible for all public relations in coordination with Board President
- Coordinates committee work, including notifying committee members, transcribing notes and distributing information as needed.
- Coordinates outreach activities, including recruiting volunteers, raising sponsorships and overseeing event/activity.
- Responsible for association web-site, social media and association newsletter
- Responsible for non-dues revenue raising and pursuing all financial opportunities in the form of scholarships, grants or aid from outside sources

- Performs other duties as directed by the board.

The ideal candidate will exude enthusiasm for the industry and working with a membership organization and will possess the following traits and experience:

- Enthusiastic self-starter with proven association or non-profit management experience
- Strategically-minded orientation, but have the ability to take care of details
- Financial planning/management experience
- Event Planning/Management experience
- Non-dues revenue raising experience
- Leadership development and volunteer management experience
- Excellent interpersonal and written/ oral communication skills
- Meet deadlines consistently with multiple projects simultaneously
- Outgoing personality with public speaking experience
- Must travel to regional, state and national meetings/training

**Minimum Qualifications:**

- Bachelors Degree in Management, Business or Related Field. (Work history may substitute for degree).
- 2-5 years progressive management experience, preferably in a non-profit or association based setting.
- Financial planning/management experience
- Superior interpersonal and relationship-building skills working with diverse groups, including members, volunteers, joint partners, industry, government officials and politicians.
- Competent in Microsoft Office Software including Excel, Word, and Publisher.

**Preferred Qualifications:**

- Home building industry knowledge
- Proven track record of successfully growing an organization's member/volunteer base
- Experience with working for or with Boards of Directors
- Experience in event/program planning
- Experience in recruiting and managing volunteers.
- Experience in non-dues fundraising.