

Dallas Builders Association  
Executive Officer  
Plano, Texas  
<http://DallasBuilders.com>

**Deadline for Application: Thursday, June 1, 2023**

**Email the application to [president@dallasbuilders.com](mailto:president@dallasbuilders.com)**

**Position Description:**

The Dallas Builders Association is seeking a dedicated Executive Officer to serve as a spokesperson and advocate for the housing industry. As Executive Officer, you will play a crucial role in leading a 1,300-member trade association that has been serving the Dallas area's housing industry for more than 80 years. You'll lead an incredible staff of 8 experienced professionals in a beautiful, newly-remodeled office and manage an annual budget of around \$2 million.

You will be tasked with informing the Board of Directors, Executive Committee, and Officers about the conditions and operations of the Association. You will be responsible for managing the administrative operations and working closely with the Board to implement policies, programs, and advocacy that further the objectives of the Association.

**Key Duties, Responsibilities, and Authorities:**

Inform the Board of Directors, Executive Committee, and Officers on the conditions and operations of the Association, attending all relevant meetings.

Maintain the assets and investments of the Association in accordance with established policies.

Plan, formulate, and recommend policies and programs to the Board of Directors that further the Association's objectives.

Serve as spokesperson by responding to media inquiries and participating in or coordinating interviews. Responding promptly to consumer and member inquiries. Speaking at various programs and moderating discussions at programs and seminars involving members and/or outside stakeholders.

Fundraising and partnership development including maintaining strong relationships with the Association's "Industry Investors."

Written communication of Dallas BA positions, recommendations and policies within Association and outside publications and to stakeholders including elected officials and government employees.

Prepare minutes, agendas, and reports for all Executive Committee meetings.

Execute decisions of the Board of Directors, except when specific assignments are made by the Board.

Manage the administrative operations of the Association, developing specific policies, procedures, and programs.

Direct and coordinate approved programs, projects, and major staff activities.

Recruit, hire, train, and motivate Association staff, establishing performance standards and evaluating staff performance.

Provide liaison and staff support to committees, enabling them to perform their assigned functions.

Execute contracts and commitments authorized by the Board of Directors or established policies.

Promote member interest and active participation in the Association's activities.

Maintain effective relationships with public and private organizations to ensure the Association's interests are realized.

Further the Association's existing charitable and community partnerships, which include building mortgage free homes for combat wounded veterans and a dynamic construction management program at a local community college.

Develop and recommend an annual budget in cooperation with the Treasurer and Executive Committee, operating within established guidelines.

Ensure that all funds, physical assets, and other property owned by the Association are appropriately safeguarded.

**Ideal Candidate Qualifications:**

Proven experience, at least five years, as an Executive Officer or in a leadership role within a nonprofit trade organization.

Strong understanding of the housing industry, with the ability to effectively advocate for its interests at the local level (primarily) and at the state and national levels.

Excellent communication and interpersonal skills.

Outstanding writing skills.

Experience and ability to speak to external stakeholders including news media and speaking/presenting at meetings.

Strong organizational and leadership abilities.

Demonstrated experience in managing budgets and financial oversight.

Ability to build and maintain relationships with internal and external stakeholders.

Willingness to go the extra mile. This includes, but is not limited to assisting members and staff with setup and take down for events.