Executive Officer, Northern Illinois Home Builders Association

*The Northern Illinois Home Builders Association is a non-profit professional trade association, chartered in 1956 and made up of member companies, representing residential and light commercial builders, subcontractors, suppliers, and many other service providers to the building industry throughout Chicago Suburbs. Together we are the foundation for the local home building industry - building pride in our community through interaction, commitment, professionalism, education, community service and environmental responsibility.*

**The Northern Illinois Home Builders Association is seeking qualified candidates for the position of Executive Officer (EO). The Association is located in Aurora, Illinois and serves 260 + member/companies throughout the surrounding counties**.

**Position Description:**

The Executive Officer is responsible to the Board of Directors for the effective management and directing of all operations, budgets, programs, activities and affairs of the Association. We are seeking a self-motivated individual who can build member relationships while providing leadership and management in the areas of finance, human resources, facilities, information technology, event coordinating and fundraising.

**Position Responsibilities:**

* Provide day-to-day leadership, management and operations of the association.
* Responsible for the planning, promotion and administration of all official meetings of the organization to include preparing minutes, agendas and financial reports for all Board of Directors and Executive Committee meetings.
* Active management and attendance in all association events and meetings.
* Responsible for administration of NIHBA Arbitration Program.
* Prepares all membership invoicing, maintains bookkeeping records and payment processing.
* In cooperation with the Board of Directors, develops, recommends and operates within an annual budget. Additionally, ensure that all funds, physical assets and other property of the Association are properly safeguarded.
* Maintains membership database, website and newsletter using organizational software.
* Plans, assists and oversees any and all aspects of the association’s multiple fund-raising efforts.
* Serves as the primary liaison with the National Association of Home Builders (NAHB) and the Home Builders & Remodelers Association of Illinois (HBRAI).
* Recruit, hire, train and manage office staff.
* Solid understanding/experience with social media and social media implementation in all facets of membership & programming efforts.

**Position Requirements:**

* Candidate must be principled, ethical, professional and committed to exceptional work quality.
* Bachelor’s Degree and /or equivalent work experience in association management.
* Exceptional ability to lead and inspire others is essential and required.
* Demonstrates strong budgeting and financial management, organizational and communication skills.
* Experienced in Microsoft Office, QuickBooks and Association Software (Growth Zone/MemberZone preferred).
* An energetic self-starter who possesses initiative, good judgement, control, self-discipline and is able to create, decide and delegate while working with competing priorities.
* Event planning and fundraising experience.
* Familiarity with homebuilding/construction industry is desirable.

**Compensation Details:**

This is a full-time position. Salary will be commensurate with experience and qualifications.

**Position Opening:**

Position available December 15, 2024

**Application Instructions:**

Candidates should submit a cover letter and resume to [nihomebuildersassn@gmail.com](mailto:nihomebuildersassn@gmail.com)