



We are seeking an experienced Executive Officer to join our team. The ideal candidate will be a strategic thinker with exceptional leadership skills and a strong background in business development, trade association, and financial management.

Responsibilities:

- Develop and implement strategic plans to drive association growth and member value
- Lead and manage all aspects of the organization
- Oversee day-to-day operations and ensure efficiency and effectiveness
- Coordinate all events hosted by the HBA
- Serve as a spokesperson for the building community
- Manage financial resources and budgets effectively

Requirements:

- Proven experience in a senior leadership role, preferably as an Executive Officer or similar position
- Strong strategic planning and business development skills
- Excellent leadership and supervisory abilities
- Sound knowledge of financial management principles
- Ability to make high-level decisions that reflect the organization's mission and goals
- Knowledge of QuickBooks, Microsoft platforms, and budgeting is a must

Job Type: Full-time

Bachelor's degree with 5 years of management experience preferred

Pay: \$60,000.00 + commensurate on experience

Benefits:

Potential bonus based on events

Flexible schedule

Matching 401K

Please email your resume to info@hbasa.com