



Building Owners and Managers Association of Oregon

Executive Director Job Description

Title: Executive Director

Position: FT with hybrid schedule; evenings and weekends as needed

Salary: \$100,000-\$110,000/year plus benefits

Reports to: Board President

Organization

Since 1915, the Building Owners & Managers Association (BOMA) of Oregon has been the leading trade association representing the commercial real estate industry in Oregon. Today, we serve more than 50 million square feet of office, retail, medical and industrial space in Oregon. With our strong membership base, professional development, networking opportunities and outstanding customer service, BOMA Oregon is the most influential advocate and foremost resource for all issues related to commercial real estate.

The mission of the Building Owners & Managers Association is to promote commercial real estate through leadership, networking, advocacy and professional development opportunities within the commercial real estate industry.

Position

Building Owners and Managers Association of Oregon (BOMA) is seeking its next Executive Director (ED). The ED serves as the chief administrator of BOMA and is responsible for the execution and implementation of all Association programs. In addition, the Executive Director serves as the key communication link between elected officials, members, staff and other organizations. The Executive Director reports to the Board of Directors and has one additional staff person.

The ED oversees the operations of the BOMA Political Action Committee (PAC), ensuring all regulations surrounding meetings, donations, and position statements are appropriately followed and the PAC board is up-to-date on all reporting.

Responsibilities

The Executive Director ensures adherence to all policies established by the Board, oversees the implementation of Association programming, and the security of the Association's financial well-being, resource allocations and other financial integrity. The ED oversees BOMA Oregon staff to achieve organization's goals and assists leadership in the execution of BOMA's mission.

Management & Administration

The Executive Director has general oversight and responsibility for all management operations of the BOMA office. This includes, but is not limited to:

- Determines hiring and staff requirements; evaluates all employees.
- Manages staff to accomplish goals and provides professional development opportunities for staff to grow and develop.
- Plans and facilitates annual general membership meeting with Board of Directors.
- Oversees staffing of all committees and volunteers and their activities.
- Maintains an office on behalf of BOMA ensuring all record systems, equipment and contracts are up-to-date.
- Obtains legal counsel, HR counsel and other outside professional services (insurance, finance, etc.) to advise and guide the Association as needed.
- Serves as a non-voting member of BOMA Board of Directors

Financial and Revenue Oversight

The Executive Director is responsible for all finance, investment, and accounting completed on behalf of the Association. Services may be contracted with direct report to the Executive Director.

- Directs the annual budget process, financial reporting, contracts, insurance, etc.
- Oversees BOMA's investment policies and practices.
- Ensures that internal controls and accounting procedures are in place to conserve assets and to reduce unnecessary expenses.
- Ensures that all legal requirements of BOMA 's 501(c)6 status are in compliance with government regulations and BOMA Board-adopted policies.
- Develops sponsorships to fund Association core activities and special Association events.
- Develops new sources of non-dues revenue for the Association.

Board Management

The Executive Director supports the Board of Directors in setting vision, implementing the strategic plan and broadening representation in the Association.

- Plans Board Meetings with Executive Committee.
- Participates in Board meetings as a non-voting member.
- Stays current with policies, regulations and updates to BOMA operational documents.

- Participates in the annual strategic planning process with the Board of Directors. Supplies information on trends or developments in the industry that impact the Association's mission.
- Recommends improvements to the delivery of Association services and appropriate courses of action for accomplishing the Association's goals.

Advocacy

The Executive Director is the primary contact for media and public officials. Understanding advocacy versus lobbying and the role of the BOMA Political Action Committee (PAC) is a key role of the Executive Director.

- Participates in the development and oversees the implementation of the Association's government affairs program.
- Oversees the activities of the Association's lobbyists.
- Assists the Association's PAC Board in raising PAC dollars and making contributions to candidates and issues as well as all reporting.
- Serves as the primary communications link with elected officials and agencies.
- Provides county, city, state and federal public officials with information necessary for policy decision making.
- Maintains a good relationship with governmental officials to help promote Association member goals and related concerns.
- Provides testimony (as needed) on legislative initiatives and concerns.

Communications

The Executive Director is the primary contact for all BOMA members, staff, community members and public officials.

- Serves as publisher of all Association publications, including design, format, content, advertising/other revenue and distribution.
- Initiates and manages marketing and public relations campaigns as appropriate to raise awareness in the community.
- Represents the Association within the larger BOMA enterprise through attendance/participation at BOMA regional and international conferences, etc.

Membership

In conjunction with the Membership Committee of the Board of Directors, the Executive Director maintains, grows and broadens membership within the Association.

- Works to increase the influence and benefits of real estate designations.
- Maintains a working relationship with other real estate organizations as appropriate.

Qualifications

- Experienced and skilled working with a Board of Directors with an experience preference in 501(c)4 and 501(c)6 organizations and compliance.
- Demonstrate effective management, leadership, coaching and development of staff to achieve company and department goals
- High-level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and others.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Demonstrable public speaking ability.
- Membership development success.
- Ability to effectively communicate the organization's mission to members, volunteers and the overall community.
- A history of successfully generating new revenue streams and improving financial results.
- Previous success in establishing relationships with individuals and organizations of influence including industry partners and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.

Application Information:

Nonprofit Professionals Now is pleased to be supporting BOMA in hiring their next Executive Director. All applications will be reviewed by multiple reviewers. Phone interviews, video interviews and in-person interviews will be scheduled with candidates moving forward.

Application Link: <https://bit.ly/BOMAED>

Application Deadline: April 13, 2023