

Executive Position Description  
For  
**Executive Director**  
**Builders Association of The Twin Cities**



[www.batconline.org](http://www.batconline.org)

*On behalf of our client, Builders Association of The Twin Cities, KeyStone Search is conducting a retained search for a new Executive Director*

#### **ORGANIZATION BACKGROUND**

The Builders Association of the Twin Cities (BATC) was founded in 1948 by a small group of builders. Their goal was to increase the professionalism and quality of the homebuilding industry.

Over the years the association has grown to include over 1,100 builders, remodelers, sub-contractors, suppliers, and other professionals who support the building industry. Members subscribe to a defined code of ethics, and all of our builders conform to Minimum Performance Standards for construction and business practices. All builder and remodeler members are licensed through the state of Minnesota and must comply with the rules, regulations, and continuing education requirements set by state statute.

Today, Builders Association of The Twin Cities presents the Parade of Homes Spring Preview<sup>SM</sup> and Fall Showcase<sup>SM</sup> as well as the spring and fall Remodelers Showcase<sup>SM</sup> guidebooks. They offer educational opportunities and public policy initiatives and through their charity, the Builders Outreach Foundation, support projects that address the housing needs in inner city neighborhoods.

#### **MISSION STATEMENT**

The Builders Association of The Twin Cities fundamental purpose is to foster a healthy business environment for the homebuilding and remodeling industry, to engage in activities that strengthen member professionalism and advantage, and raise awareness of the industry through public policy.

#### **VISION STATEMENT**

Continually adapting to the evolving market, we will become the leading resource for and about the housing industry.

## **POSITION OVERVIEW**

Reporting to the Builders Association of The Twin Cities Board of Directors, the Executive Director is responsible for leading, directing and managing the organization in a manner consistent with the mission, vision and values of the organization, and doing so in a fiscally responsible and ethically sound manner.

Working in concert with the Board of Directors, the Executive Director will engage in envisioning the future of the organization, providing leadership, playing a key role in setting the strategic direction of its activities and initiatives, and putting them into action. The Executive Director is ultimately responsible for management of all employees of Builders Association of The Twin Cities. The direct reports to the position include the Vice President Finance & Administration, Public Policy Director, Membership Director, Education Director and Director of Marketing.

## **KEY ACCOUNTABILITIES**

- Provide day-to-day leadership and management to BATC that mirrors the adopted mission and vision.
- Provide effective and inspiring leadership across functional areas by being actively involved in all programs and services, developing broad and deep knowledge of all areas.
- Spearhead the development, communication and implementation of effective growth strategies and processes.
- Manage, develop, evaluate and mentor direct and indirect reports, providing leadership and guidance in goal setting, problem solving, resource management and outcome achievement.
- Build organizational and staff capacity, develop staff and processes that ensure the organization runs smoothly and establish an environment that promotes teamwork
- Ensure the fiscal vitality of the organization through monitoring of budgets and capital assets.
- Work with the staff and the board in preparing the annual budget.
- Demonstrate a clear understanding of culture change and serve as a catalyst for change and continuous improvement for the organization.
- Lead performance management processes. Monitor, measure and report on operational issues, opportunities, plans and achievements to Board of Directors
- Act as liaison with the National Association of Home Builders (NAHB), attending the Annual Convention, Spring Board, Fall Board and Executive Officers seminar as well as day to day contact with NAHB on member needs and requests.
- Attend meetings of Builders Association of twin Cities (BAM) as necessary.
- Carry out other general responsibilities as may be delegated by Board of Directors.

## **QUALIFICATIONS**

This critical position requires a Bachelors Degree and at least 10 years of overall experience combined with a minimum of three years senior management experience. The Executive Director will have the background and potential of driving a profitable business by thinking strategically and focusing on opportunities for growth while keeping a keen eye on execution and efficiency. The successful candidate will have a strong ability to identify and implement

necessary changes as well as a proven track record of building teams that can positively implement changes. An entrepreneurial drive and passion is desirable in this position.

A strong track record of developing people and creating an “open door” environment is an absolute must. This individual should have strong motivational, team building, and overall communication skills. He or she will maintain an environment which values input and creativity from all team members. A track record of building strong, mutually beneficial relationships inside and outside the organization and “achieving results through people” is a must.

### COMPENSATION

The compensation for this position is highly competitive and consists of a base salary, annual performance based bonus and comprehensive benefits package.

### CONTACT

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