



Title: Executive Director

Reports To: Board of Directors

FLSA Status: Full-Time

Compensation: base \$60k with \$70k earning potential

Contact: Send resume, cover letter, and list of 3 references to: don@hpguild.org

Closing Date: 4-26-2017

Background

The Home Performance Guild of Oregon, founded in 2009 exists to grow and strengthen the Home Performance industry in Oregon. The Guild represents the voice of the trade and is a visible participant in policy making and business development.

General Position Summary

The Executive Director is responsible for the achievement of the mission of the Guild through the broad engagement of industry stakeholders, delivery of value to members and service to the business and financial requirements of the organization.

Essential Functions / Major Responsibilities

- Organizational Management
 - Manage all aspects of the organization,
 - Assure the development and maintenance of a strategic plan and annual operating plans that are consistent with the long term goals of the organization,
 - Assure the development and maintenance of sound financial practices,
 - Prepare and maintain annual and forward looking budgets,
 - Schedule, organize, and facilitate board meetings,
 - Maintain working knowledge of developments in the industry.
- Development / Fundraising
 - Develop and execute an annual fundraising plan,
 - Identify and implement new approaches to delivering value to sponsors, members and stakeholders,

- Organize and promote annual conference that advances the major themes and building science principles of the home performance industry in Oregon.
- Membership
 - Develop and execute an annual membership plan,
 - Maintain acute awareness of the value proposition and value delivery to members,
 - Schedule, organize, and facilitate member meetings.
- Communications
 - Assure that the Board is fully informed on the condition of the organization and all factors influencing it,
 - Develop and maintain an appropriate pattern of communication and engagement with stakeholders, members and Board,
 - Represent the Guild's work and interests to policy-makers, agencies and the general public,
 - Maintain the organization's website, calendar, blog, and conference page.

Position Requirements

- Exceptional organizing, communication, and leadership skills,
- Demonstrated fundraising, grant making and/or membership development skills,
- Expert networker across broad and diverse stakeholder networks,
- Highly functional with desktop and web applications,
- Experience coordinating website development maintenance,
- Capable meeting and conference planning/facilitation abilities,
- Knowledge of legal issues surrounding 501c6 non-profit trade associations,
- Experienced advocate in political, environmental and jurisdictional environments,
- Skilled and diplomatic negotiator and mediator,
- Strong contract negotiation, management and execution skills,
- Experience demonstrating a strong customer/member focus,
- Financial management competency, with QuickBooks experience a plus,
- Experience with basic marketing strategies preferred, which may include experience and proficiency with social marketing techniques,
- Industry experience preferred,
- Minimum four years business management experience.

Work Environment

The Home Performance Guild is based in Portland, Oregon area. The position will require occasional overnight travel in the North West and may require occasional travel to other areas of the country. The Executive Director will spend a large amount of time participating in meetings around Portland, and on telephone and web conferences. The Executive Director must be self-motivated and have the ability to work independently.

Benefits

This is a full-time position, with a health insurance stipend, that pays a base of \$60k with up to \$70k earning potential. While this position comes with a great deal of responsibility, that will require focused commitment and effort, it also comes with many ancillary benefits. This position is an ideal fit for someone who is independently motivated, but that also thrives in a collaborative, collegial environment. For the most part the Executive Director will be expected to work from home, with the benefit of the organization's office infrastructure (laptop, all-in-one printer, etc.). But they will also be expected to maintain a busy schedule of in-person meetings, phone calls, and industry events. This means a healthy mix of independent, self-directed work, complemented by extensive social engagement with a supportive community motivated to make the world a better place through the built environment.

The Executive Director will also be regularly called upon to represent the industry's views and provide reports on market intelligence. This correctly implies that market actors treat the Executive Director as both a trusted confidante of industry developments, and a reliable synthesizer and disseminator of industry insights. This role affords the Executive Director the opportunity to play a unique role in problem solving the challenges facing the industry and its various niches. Bringing industry insights to industry-level problem solving with a broad set of collaborative industry partners could be considered to be the role's most rewarding benefit.