



# BUILDING PERFORMANCE

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## ASSOCIATION

### **Building Performance Association**

#### **CEO**

#### **About Us**

The Building Performance Association is a membership-based 501(c)6 industry association representing the broad range of stakeholders that deliver energy efficiency services and products to owners and occupants of existing residential buildings, nationwide. The Association's mission is to transform the market for the home performance industry through advocacy, education, research, and networking to ensure all homes are healthy, comfortable, and energy-efficient.

Current services include advocacy programs at the national and state levels, a series of regional and national educational conferences and trade shows, a magazine and other communications platforms, various projects and initiatives designed to improve market conditions for residential retrofit contractors and a network of state and regional chapters.

The Building Performance Association is the result of a 2018 merger among three organizations: The Home Performance Coalition, Efficiency First and Home Energy Magazine. The services and benefits currently being provided to the Association's members come directly from these three organizations and an interim membership program, including dues, is currently in place.

#### **About the Position**

The CEO is the key management leader of the Association. The CEO is responsible for overseeing the administration, finances, programs and strategic plan of the organization. Other key duties include fundraising and outreach to the home performance industry and key stakeholders. The position reports directly to the Board of Directors.

This is a position for an exceedingly motivated individual, who enjoys a high level of responsibility and autonomy. Geographical location is not critical, but the position will require significant travel (30-40%). Scope of the Association is national, with the possibility of some stakeholders in Canada.

**The Work:** The primary role of this position is to oversee the administration, finances, programs and strategic plan of the Association. Specific responsibilities include:

- Create a Strategic Plan to grow the Association in collaboration with the Board of Directors and key Association stakeholders to maintain financial sustainability and provide a compelling level of service to our members.
- Build alliances and relationships with and act as point of contact for key Association stakeholders and partner groups, including funders and potential funders.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Work closely with the Board Treasurer and key staff to submit timely and accurate financial reports to funders, key stakeholders and the Board of Directors, provide financial analysis of business and strategy decisions to the Board of Directors, and prepare annual budgets for approval by the Board of Directors.
- Develop resources sufficient to ensure the financial health of the organization including the development of funding proposals, including working with key staff and Board to identify potential funding sources, build relationships with funders and submit successful grant proposals.
- Create and implement an operational plan that aligns short- and long-term objectives with the Strategic Plan and create a process for reporting progress to the Board and selected stakeholders.
- Lead and motivate staff to support the Strategic and Operational Plans, advance employee engagement and growth, and to work as a high-performing team across all divisions of the Association to grow the Association and deliver a compelling level of service to our members.
- Work with the Board leadership to maintain the Board of Directors as a dynamic, vibrant oversight body which establishes strategic direction and represents the Association to key stakeholders and partners.

**Skills:** The successful candidate for the opportunity will be a self-starter, have a “members-first” attitude and will possess the ability to instill this commitment in the Association and its staff. Specific skills needed include:

- Demonstrated ability to oversee and collaborate with staff through strong organizational abilities including planning, delegating, program development and task facilitation
- Excellent interpersonal and relational skills and must be able to interface successfully with diverse groups of members and stakeholders and develop and maintain productive relationships with staff
- Excellent written, electronic and verbal communication skills are essential, including the ability to make successful presentations to small and large groups and craft content for a variety of media platforms
- Strong business skills, including planning, critical thinking, analytical, problem-solving, execution and financial management skills
- At least an intermediate computer knowledge, including the ability to create spreadsheets, compose group emails, manage CRM databases, and initiate and manage electronic meetings

## REQUIRED QUALIFICATIONS:

- Bachelor's degree in association management or related field such as business or communications or equivalent discipline is highly preferred
- Eight or more years senior management experience; CEO experience preferred
- Minimum of five years of association management, communications or marketing experience, preferably in association management
- Knowledge of and experience with the construction industry in general and energy efficient residential retrofit specifically a plus

## HOW TO APPLY

If you are excited by this opportunity, please provide a cover letter, including **salary expectations**, and an updated resume/curriculum vitae electronically to [cdenson@asaecenter.org](mailto:cdenson@asaecenter.org) with a subject line: **BPA – CEO**.

- Please attach resume, titled as: Last Name – First Name BPA Resume
- Please attach cover letter, titled as: Last Name – First Name BPA Cover
- Please attach other documents, titled as: Last Name – First Name BPA Additional

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The Building Performance Association is an equal opportunity employer, which does not discriminate based on race, national origin, religion, age, color, sex, sexual orientation, disability, veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations.

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