



## Job Position Description

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Position Title: **Event Operations Manager**

**Reports to:** CMO/Vice President of Strategic Partnerships & Events

**Summary of Position:** A full-time position serving in an event management role on the Marketing, Membership & Events team at the HBA, producing both consumer and member events. Plan and produce HBA member events as needed. Support HBA's strategic partnerships & events in the execution of event production needs of the department. Provide event operational expertise and support as needed to other HBA events and departments. Perform responsibilities using appropriate coordination with staff and volunteer leadership.

Overview of Responsibilities:

- Directly manage all phases of event planning and operations for approximately 10 small to medium member events (B2B) throughout the year.
- Lead event operations on one of HBA's major consumer events, the annual NW Natural Street of Dreams; serve as on-site event manager in July and August as directed.
- Manage a variety of promotional events held during the NW Natural Street of Dreams.
- Directly manage event logistics and timelines for 2-3 additional large consumer events annually, under direction of the CMO/VP Strategic Partnerships
- Develop and manage positive relationships with event partners, including committees, developers, builders, sponsors, realtors, vendors, local communities, media, and city/county officials and planning staffs, to ensure well-run event operations.
- Plan and prepare budgets for assigned events and effectively coordinate and manage operations to meet budget.
- Provide the necessary liaison and staff support to assigned committees, work with committee Chairs to ensure Board policies and plans are followed, and communicate committee decisions, motions, and recommendations effectively to appropriate HBA staff and elected leadership.

**Position Requirements:**

- Bachelors' degree in Communications, Business, Marketing, Event Management or related field or commensurate experience.
- Five years plus of experience in event management preferred but will consider experience in operations and logistics in varying fields.
- Strong project management skills required.
- Construction management experience a bonus.
- Proven ability to find creative ways to control event costs and manage event budgets.
- Strong supervisory and management skills with ability to lead, engage, motivate and support crews, teams, volunteers and/or committees is valued.

- Prior experience in non-profit trade association environment helpful.
- Strong written and oral communication skills are essential.
- Must have an appearance/attitude that represents HBA in a professional manner and shows a willingness to be an effective part of a team-oriented environment.
- Able to remain calm, steady and in control when dealing with members of the public and in difficult situations.
- Overtime (may be extensive during certain key event weeks/months), some travel and occasional other evening/weekend work required. Must be available at times other than normal business hours.
- Must be able to lift at least 50 lbs. at times, have reliable transportation to various event/job sites and work in possible outdoor environments including the heat and rain in outdoor event settings at times.

**Compensation and Benefits:** Full-time, salaried, exempt position. Base salary range commensurate with experience, \$44,000 - \$46,000 annually. Association offers a 401(k) with employer match, plus paid medical/dental/vision insurance, long and short-term disability, and other benefits to qualified employees. We also offer two weeks paid vacation, 11 paid holidays, 6 days PTO, and a paid break during our office closure between Christmas and New Year's to qualified employees.

#### **Values Needed**

- Commitment to HBA's desire to create a work environment where employees act with integrity, pursue excellence in actions and attitudes, foster creativity, respect colleagues, build camaraderie and earn and exercise trust.
- The process of involvement and consensus building among members and organizational partners can achieve better outcomes worth the extra time and effort.
- Homeownership plays a vital role in successful communities.
- The home building and remodeling industry's success is vital to our region and it can best adapt when market-driven or incentive-based approaches are the primary drivers.
- Government's ability to provide a well-planned, consistent and efficient regulatory, land use and building environment that provides stability to the development and building processes and balances the region's economic and environmental needs will help the industry provide housing more effectively and affordably.

**Summary of HBAMP:** local non-profit trade association representing the residential building and remodeling industries in the greater Portland area (six counties). Association has approximately 1300 members, a staff of 17, and a \$4 million annual budget. Major activities include consumer shows, political and government affairs work, educational and certification programs, networking activities and events, and public interest and relations efforts. HBAMP is affiliated with state (OHBA) and national (NAHB) home builders associations. We also have our own charitable foundation that focuses on workforce development and supportive housing for transitional homeless.

**People will do well in our work environment who:** Have an interest in and are able to support the value of the home building and remodeling industries. Enjoy an active, event-oriented environment. Can work in an atmosphere where there is regular activity and

member/staff interactions, even when it may be a little disruptive. Look for ways to be of help to others. Believe in the value of collectively working with staff and members to achieve goals, even when this may slow down the process. Able to work in an environment where priorities and responsibilities are laid out in general but need to be adapted to changes in needs or demands of the day/week.

**Diversity and Inclusivity:** HBA seeks to create an environment that welcomes and benefits from having a diverse workforce. We are an Equal Opportunity employer and do not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, mental or physical disability, sexual orientation, veteran status, or military status.

**Application Requirements:** Please include a cover letter that addresses your interest in the position and that also addresses the position requirements listed above. Direct application, salary requirements and resume submissions to:

**Home Builders Association of Metropolitan Portland**  
Attn: Rachel Trice, CMO/VP Strategic Partnerships and Events  
info@hbapdx.org