

Executive Officer Position – Shoals Home Builders Association

The **Shoals Home Builders Association (SHBA)** is seeking an energetic, organized, and visionary professional to serve as its next **Executive Officer** to lead daily operations, strengthen member engagement, and advance the mission of supporting the residential construction industry and local business community.

The Executive Officer serves as the chief administrative and operational leader of the Association and works closely with the Board of Directors to advance SHBA's mission, grow membership, manage programs and events, and advocate for the home building industry.

Primary Responsibilities

Association Leadership

- Implement the strategic goals and policies established by the Board of Directors.
- Provide leadership and guidance to committees, volunteers, and members.
- Serve as the primary representative and spokesperson for SHBA.

Membership Development

- Develop and execute membership recruitment and retention strategies.
- Foster strong relationships with builders, associate members, and community partners.
- Deliver programs and services that enhance member value and engagement.

Advocacy & Community Relations

- Monitor local, state, and federal issues affecting the home building industry.
- Build productive relationships with elected officials, regulatory agencies, and community leaders.
- Promote the positive impact of the residential construction industry throughout the Shoals area.

Operations & Financial Management

- Oversee day-to-day operations of the Association.
- Manage budgets, financial reporting, and fiscal responsibilities.
- Coordinate board meetings, committee meetings, and annual planning activities.
- Ensure compliance with Association policies and applicable regulations.

Events & Programs

- Plan and oversee industry events, membership meetings, educational programs, and special projects.
- Coordinate SHBA's participation in community outreach and promotional activities.
- Support sponsorship development and fundraising efforts.

Qualifications

- Bachelor's degree preferred; equivalent experience will be considered.
- Experience in association management, nonprofit leadership, business administration, construction industry management, or a related field.
- Strong leadership, organizational, and financial management skills.
- Excellent written, verbal, and public speaking abilities.
- Ability to build relationships with diverse stakeholders.
- Proficiency with common business software, especially QuickBooks and social media platforms.
- Knowledge of the residential construction industry is highly desirable.

Desired Characteristics

- Self-motivated and results oriented.
- Strategic thinker with strong problem-solving abilities.
- Professional, approachable, and member focused.
- Skilled at managing multiple projects and deadlines.
- Passionate about supporting local businesses and community growth.

Compensation

SHBA offers a competitive salary commensurate with experience and qualifications.

How to Apply

Interested candidates should submit:

- Cover Letter
- Resume
- Three Professional References

Applications should be submitted to the Shoals Home Builders Association by **August 1, 2026**.
Mail to shoalshba@gmail.com or Shoals Home Builders Association, P.O. Box 419,
Florence, AL 35631.

About the Shoals Home Builders Association

The Shoals Home Builders Association is dedicated to promoting professionalism, advocacy, education, and growth within the residential construction industry. SHBA serves builders, remodelers, suppliers, and industry professionals throughout the Shoals region while working to strengthen housing opportunities and economic development in our communities.

The Shoals Home Builders Association is an Equal Opportunity Employer.