



Chico Builders Association Executive Director Services

The building and development industry plays a significant role in Chico's policies on economic development, housing, and community wellbeing. The CBA and its former formations have been visible and effective in Chico building and planning policymaking matters for over 25 years.

The role of the Executive Director is to facilitate the goal of an affordable Chico through Board administration and relationship-building. This is a contract position that averages 25 hours per week.

Essential Job Functions:

Working independently, perform basic administrative and high-level operations tasks.

- Monthly Board of Directors meetings: notify, identify agenda and materials needed, coordinate lunch, take notes, write post-meeting minutes.
- Monthly City Manager meeting: coordinate with City Manager, work with Board to create agenda, notify, take notes. Write a summary of the meeting discussions and distribute to Board.
- Action items: Compile, follow up.
- Membership: Update and maintain records, including processing of payments, invoicing, follow up with new members and manage updates to the member database.
- Events: Coordinate and manage details for special events such as quarterly lunches, educational seminars, etc.
- Planning: Lead and assist Board members through strategic planning.
- Assure CBA follows non-profit trade association 501c6 rules and regulations.

Retain and increase CBA effectiveness and membership through public relations, relationship-building and supporting Board messaging.

- Ensure CBA is represented at industry-related initiatives that involve Chico.
- Be the public face of Chico Builders Association. Attend meetings and identify opportunities to inform on facts, affordability, and realistic outcomes.
- Serve as liaison and resource for CBA Board and other associations, policymakers and government staff.
- Answer phone, respond to member emails, calls.

- Promote value of CBA to those in the Chico building/development industry: developers, contractors, suppliers, banks, mortgage lenders, realtors, etc.

Research and develop situational awareness of the evolving regulatory environment for building and development in Chico.

- State laws, regulations. Especially related to housing and CEQA.

Collect and compile information related to development and building in Chico. Relay to Board and membership as necessary. Maintain organized history files which you will use over time.

- Chico Community Development Department activity.
- Fees, processes that are being considered.
- General Plan, Climate Action Plan, Land Use, Building Codes, Fire Codes.
- Butte County building/planning activity as it relates to Chico sphere of influence.
- Follow agendas for City Council, Internal Affairs, Finance Committee, Climate Action Commission, Architectural and Historic Preservation Review Board, Butte County Development Services meetings, Butte County Board of Supervisors. During special planning periods watch Butte Association of Governments.

Research and create relevant communication material. Use good judgement and be sensitive to messaging. Confer with Board members for direction when needed.

- Write monthly newsletter.
- Write calls-to-action as needed.
- Create, coordinate marketing material.
- Update website with blogs.
- Consider use of social media when appropriate.

Skills and Experience Required

- Business administration. Experience performing common office administration: meetings, customer service, agendas, minutes, research, organization.
- Successful self-management of goals and time in a multi-project environment.
- Reputation for maintaining positive relationships.

Knowledge of land use, development, building, real estate **a plus.**

Knowledge of non-profit membership organizations management **a plus.**

This is a contract position. It offers flexibility and ability to expand your knowledge of building development, public policy, non-profit association management, Chico policy and more. Requires you to work independently with your own computer.

Please submit a cover letter and resume to exec@chicobuilders.com

Position is open until filled.