



Denver Metro BOMA
welcomes candidates
for the position of
Executive Vice President

Organization History and Scope

The Denver Metro Building Owners and Managers Association (Denver Metro BOMA) is a nonprofit trade association representing owners and managers of commercial office and other commercial buildings. The members are the buildings, primarily represented by property and asset management staff. BOMA also has Allied members that provide products and services needed to operate commercial properties.

Denver Metro BOMA provides information, advocacy, educational programs and networking to all members and is governed by a thirteen member Board of Directors. 2020 will mark the 100th anniversary of Denver Metro BOMA, the oldest commercial real estate association in the Denver area. It is one of the largest membership associations in the region representing over 90,000,000 square feet, nearly 80 percent, of Denver's commercial real estate.

Denver Metro BOMA is a federated local association within BOMA International, which was founded in 1907. Today, BOMA International represents 88 BOMA U.S. local associations and 18 international affiliates in Australia, Brazil, Canada, China, Finland, Greece, Indonesia, Japan, South Korea, Mexico, New Zealand, Panama, the Philippines, Russia, South Africa and the United Kingdom.

BOMA International is a primary source of information on office building management, building operating costs, energy consumption patterns, local and national building codes, legislation, occupancy statistics, leasing, and technological developments.

Denver Metro BOMA is dedicated to providing local and regional industry information, state and local advocacy and educational programming. BOMA efforts in the public policy arena save building owners money through the early notification of and representation on issues that could negatively impact their building's or company's bottom lines.

As BOMA strategically plans for the future, during the first year the new Denver Metro BOMA Executive Vice President will be challenged with a number of **strategic initiatives** including:

1. Ensuring that BOMA's public policy efforts at all levels of government are proactive and effective in creating a favorable business environment for the commercial real estate industry.
2. Providing valuable educational programming and relevant industry information such that BOMA is recognized as an indispensable and trusted resource for members and the industry.
3. Enhancing all BOMA members' involvement and experience to increase the value of membership and engagement in BOMA.
4. A focus on changing market needs such as the development of emerging professionals and the shortage of building engineers, and establish programs to address these concerns.

The Position

Reporting to the Board of Directors, the Executive Vice President (EVP) is responsible for the implementing the strategic direction, leadership and management of the Denver Metro BOMA organization. The EVP serves as chief executive officer of the Association, manages the daily administrative operations, and plans, organizes, directs and coordinates the staff, contractors, volunteers, programs and activities of the Association. The EVP recommends policy to the Board of Directors and working closely with the Board and Committees, assures that objectives are attained and that member needs are met. Responsibilities include:

- Representing the needs and concerns of Denver Metro BOMA and maintaining positive relationships at all levels of government, local, state and national, including but not limited to cities, counties, building and fire departments, state legislature and governor and regulatory bodies such as DORA (Department of Regulatory Agencies) and the PUC (Public Utilities Commission). The EVP will also represent BOMA to and coordinate with other related types of associations, coalitions, or NGO organizations.
- Reviewing all legislative and regulatory activity affecting Denver Metro BOMA and its members. At the direction of the Board of Directors, coordinating with the Government Affairs Committee BOMA's positions on initiative issues, regulations or legislation and prepare position papers for distribution. Further coordinates speakers, and/or campaigns to support or to oppose legislation, initiatives or regulations.
- Attending all meetings of the Board of Directors and the Executive Committee to ensure the elected officers, the Executive Committee, and the Board are kept fully informed of the overall condition of the Association.
- Recommending policies and programs to further the objectives of the Association and executing all decisions, contracts, commitments and specific assignments as directed by the Board of Directors
- Providing the necessary liaison and staff support to the Committees and their chairpersons to help them to properly perform their functions. Ensures that decisions of the committees and recommendations are communicated to the full Board of Directors for review and action when necessary.
- Establishing the organizational structure, budget and administrative support for the business office of the Association. Recruits, hires, and trains new Association staff members when necessary and conducts annual performance evaluations.
- Establishing and maintaining relationships with other organizations, both public and private, to ensure that the image and position of the Association and its membership is enhanced. In conjunction with the Communications Committee, plans and coordinates, the overall public relations program to enhance public acceptance of the industry/profession.
- In cooperation with the Executive/Finance Committee and Treasurer of the Association, developing, recommending and, upon approval of the Board of Directors, managing the Association within an annual budget.
- Assisting the Officers of the Association in the planning, promotion and administration of all official meetings of the Association, including the annual meeting of the Association.
- In conjunction with committees and the Board of Directors, planning and directing all social, educational and legislative activities for all meetings and programs of the Association, including monthly membership meetings, annual awards programs, educational programs, speed networking, sporting clay, and other professional and social activities.

Qualification Requirements

The qualified Chief Executive Officer has leadership experience in a professional member association and possesses the following high-performance attributes:

- A positive outlook, open to new ideas, receptive to change and professionalism that is self-motivated; exercising strong leadership abilities and strong people skills.
- Direct management experience with staff, budgets, Boards and other organizational resources.
- Strong interpersonal skills; with an attitude of inclusion and an understanding of the value of teamwork.
- A focus and an understanding of the “big picture” of the industry; with an equal understanding of the details necessary for successful operations of the Association.
- Knowledgeable of successful association management practices, with the ability to build relationships and establish external partnerships.
- Superior ability to multi-task, prioritize and effectively shift between competing priorities, exercise good judgment, work independently as well as in collaboration with others across all elements of the organization.
- Skilled as an excellent communicator, a strong writer and an effective listener with an outgoing personality that is hospitable, friendly and engaging.
- Exercising patience and perseverance, is adept at thinking creatively and bringing new ideas and a fresh perspective to member benefits and communications.

The successful candidate also satisfies the following position requirements:

- 10 years’ experience as an Executive Director, CEO or a similar senior level position in association management, with a related background in effectively leading an organization.
- A Bachelor's degree is required in related area, with a Masters preferred.
- Current certification as a CAE is preferred.

Compensation & Benefits

The compensation program for the Executive Vice President position is very competitive within the nonprofit Association Management profession. The anticipated starting salary for the successful candidate is open to discussion and will depend upon experience, qualifications and professional achievement. In addition, all full-time Denver Metro BOMA employees are eligible for an employee benefit program including health, group life and disability insurance, retirement program, vacation, holidays, personal days, sick leave and medical reimbursement.

Application Deadline: Monday, September 3, 2018

Application Process:

Interested candidates should submit the following:

1. Your professional resume,
2. A cover letter explaining your interest in the position,
3. Your compensation expectations, and;
4. Your availability to interview during the fourth week of October, 2018.

Please submit these to our Recruitment Services Consultant via email to:

mspiroff@employerscouncil.org

Please place **“Denver BOMA EVP”** in the subject line of your email. Or, you may send in hard copy to:

Mark Spiroff, Senior Consultant
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