

Position Profile

Chief Executive Officer

ABOUT CHBA BC

The Canadian Home Builders' Association of British Columbia represents the residential construction industry across the province and serves as the collective voice for home builders, developers, renovators, and related industry professionals. Through a strong provincial office and a network of eight local home builder associations, CHBA BC represents more than 2,350 members working in communities throughout British Columbia.

CHBA BC plays a central role in advocating for a healthy, sustainable, and attainable housing system. The Association works closely with provincial and municipal governments, regulators, and industry partners to influence housing policy, building codes, and regulatory frameworks that impact affordability, supply, and innovation. As a non-partisan and solutions focused organization, CHBA BC is recognized as a trusted advisor at policy tables and a credible source of industry insight and research.

In addition to advocacy, CHBA BC delivers education, training, and professional development programs that support members across all stages of their careers. Its education offerings help raise professional standards, support licensing requirements, and respond to emerging needs related to building innovation, energy efficiency, and business practices. The Association also leads high profile industry events, including the Georgie Awards, which celebrate excellence and leadership within BC's residential construction sector.

CHBA BC is entering an important period of transition and opportunity. Its 2025–2029 strategic plan, *Leading with Purpose*, sets a clear direction focused on strengthening alignment with local associations, deepening government relations and advocacy, expanding and modernizing programs and services, advancing technical and building innovation, and ensuring long term organizational sustainability. The plan reflects a changing housing landscape shaped by affordability pressures, labour shortages, regulatory complexity, and rapid technological change, all of which require strong leadership, adaptability, and collaboration across the sector.

As a membership based association, CHBA BC is driven by engagement, relevance, and trust. The organization's success depends on its ability to deliver clear value to members, maintain financial resilience, and remain a strong, credible voice for housing across British Columbia. The CEO plays a critical role in leading this work, stewarding the Association's mandate, and positioning CHBA BC for continued impact and influence in the years ahead.

ABOUT THE CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO) of CHBA BC serves as the chief administrative and strategic leader of the Association. This role is responsible for implementing the strategic direction set by the Board, managing day-to-day operations, leading staff, advocating for industry interests, and acting as a spokesperson with government, members, and the public. The CEO fosters member value, financial sustainability, and industry leadership throughout British Columbia.

As the trusted voice of the residential construction sector, the CEO provides vision and strategic leadership in support of a collaborative and innovative homebuilding industry. This includes advancing CHBA BC's advocacy efforts, influencing public policy, and championing the needs and opportunities facing builders, developers, renovators, and related professionals. The CEO leads the development and execution of strategic initiatives that position CHBA BC as a leader in advocacy, education, and industry connection, while cultivating a high performing and value driven culture.

Reporting directly to the Board of Directors, the CEO oversees the association's operations, ensures financial stability, and provides leadership to a dedicated team. The CEO is also responsible for nurturing a positive organizational culture, attracting, retaining, and developing top talent, and ensuring that CHBA BC's human resources align with its strategic goals. The CEO plays a pivotal role in building and maintaining strong relationships with members, government representatives, and industry stakeholders to advance CHBA BC's objectives.

CHBA BC represents eight local home builder associations and approximately 2,350 provincial members across British Columbia. The CEO champions the collective interests of this diverse membership while promoting affordability, attainability, innovation, sustainability, and growth within the housing sector. With revenues driven largely through education and training programs, the CEO leads a multi-disciplinary team that supports both provincial initiatives and the work of local associations.

This role requires a senior leader with strong judgment, strategic insight, and the ability to build alignment across diverse stakeholders. The ideal candidate will bring a demonstrated track record of organizational leadership, a clear understanding of the homebuilding and housing environment, and the ability to adapt and lead effectively within a complex and evolving industry, ensuring CHBA BC's continued relevance and impact.



VISION

The Canadian Home Builders' Association of British Columbia is built on a vision of housing excellence. We provide industry leadership that creates a professional, affordable, and resilient housing environment.



MISSION

The Canadian Home Builders Association of British Columbia is the leading advocate of the residential construction industry across the province. We work to the benefit of our members and the public through excellence in government and public relations, education and building innovation



GUIDING PRINCIPLES

- Strengthening Local–Provincial Alignment
- Relevance Through Strong Member Value
- Building Partnerships That Drive Impact
- Working in Alignment Across the Organization
- Innovating with Purpose and Agility

KEY LEADERSHIP ACCOUNTABILITIES

Corporate Governance

- Oversee the efficient and effective day-to-day operation of the organization, implementing the vision and strategic direction developed with the Board of Directors.
- Identify, assess, and advise the Board of Directors of internal and external issues that affect the organization.
- Ensure governance best practices are followed in support CHBA BC's strategic plan, bylaws and mission.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities.
- Ensure successful committee governance and operations in line with strategic direction.
- Provide clear and regular reporting to the Board and constituents, including monthly CEO reports, board materials, and timely updates on key risks and emerging issues.

Constituent Relationships

- Support CHBA BC's eight local associations by ensuring provincial activities align with and support local priorities, maintaining regular communication, and coordinating provincial and local initiatives to promote best practices and positive outcomes for the membership as a whole. Partner with local associations to support membership promotion efforts.
- Champion a strong member service culture across all levels of the organization.
- Engage actively with the housing industry across British Columbia as a trusted voice on housing issues.
- Work to support CHBA National efforts through regular contact, communication and engagement from staff to staff and board to board with National level representatives.
- Work with elected officials to build and sustain strong relationships with key provincial stakeholders, leveraging those relationships to effect positive change on behalf of consumers and CHBA BC members.
- Provide strategic leadership and support to CHBA BC's committees, working with committee chairs and staff leads to advance priorities aligned with the Board's direction, including advising and supporting the Director of Government Relations and the member led Government Relations Committee on housing policy and advocacy strategies.
- Lead CHBA BC's Marketing & Communications Strategy to ensure CHBA BC is top of mind in media and consumer facing media. Promote, support and amplify local efforts. Oversee digital platforms, media relations and public messaging.
- Oversight of CHBA BC's brand management and strategy.
- Act as principal spokesperson for CHBA BC on all matters, working in partnership with the Chair of the Board where appropriate.

- Conduct official correspondence on behalf of the Board and jointly when appropriate.
- Represent CHBA BC at key industry and community forums to strengthen the Association's profile, including participation on boards and councils such as the Industry & Consumer Advisory Council (ICAC – BC Housing), Council of Construction Associations (COCA), Construction Leadership Forum (CLF) and others. Support CHBA BC members in accessing CHBA BC board spots on organizations like BC Construction Safety Alliance, Council of Construction Associations, CHBA National Board, Common Ground Alliance and others.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

Corporate Culture

- Develop and implement operational plans that advance the organization's strategic direction and meet the expectations of the Board and membership.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board.
- Develop a privacy & confidentiality plan to ensure that personnel, client, donor, and volunteer files are securely stored, and privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.

Program Planning and Management

- Oversee the planning, implementation and evaluation of the organization's programs and services.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board.
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality.
- Lead planning and execution of annual events including Education Summit, Georgie Awards and more.

Human Resources Planning and Management

- Determine staffing requirements for organizational management and program delivery.
- Direct a team of senior managers and staff, ensuring accountability and performance.
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.

Financial Planning and Management

- Work with staff and the Board, through the Finance Committee, to develop and oversee a comprehensive annual budget, with direct accountability for budget preparation, monitoring, and financial performance.
- Work with the Board to secure sustainable and sufficient funding to support the effective operation of the organization.
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization.
- Communicate with team leaders to advise of budget outcomes to achieve positive outcomes and future planning.
- Ensure that the organization complies with all legislation covering taxation and withholding payments.
- Identify and pursue grants and funding opportunities to support programs aligned with the strategic plan.
- Ensure responsible stewardship of organizational assets.

Risk Management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks.
- Ensure that the Board of Directors and the organization carries appropriate and adequate insurance coverage.
- Ensure that the Board and staff understand the terms, conditions, and limitations of the insurance coverage.

EDUCATION AND EXPERIENCE REQUIREMENTS

The ideal candidate will bring a strong combination of education, senior leadership experience, and sector credibility to lead CHBA BC effectively. A post secondary degree in business, public policy, urban planning, or a related field is preferred. You will have a minimum of ten years of progressive senior leadership experience, ideally within a membership based organization, association, non profit, or a closely related industry. Experience working directly with a Board of Directors and within a governance driven environment is essential. You bring demonstrated success in strategic planning, financial oversight, and organizational leadership, along with strong public speaking and stakeholder engagement capabilities. A deep understanding of the residential construction and housing sector in British Columbia, or the ability to quickly develop that expertise, will be critical. Proven experience in advocacy, government relations, and representing organizational interests in complex and evolving environments will support success in this role, along with the ability to lead teams, build alignment, and guide the organization through change with credibility and integrity. The following skills and competencies are desired:

Key Competencies

- **Adaptability:** Demonstrate a willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Innovate:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Client Focused:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment, and the vision and values of the organization.

If you are a respected and forward looking leader who is motivated by shaping the future of housing in British Columbia, this role offers a meaningful opportunity to make a lasting impact. CHBA BC is seeking a CEO who thrives in a strategic and collaborative environment and is energized by advocating for members and advancing the broader residential construction sector. You bring strong relationship building skills and are comfortable engaging with industry leaders, government officials, and community partners. Your leadership style builds trust, aligns diverse perspectives, and empowers teams to deliver results. With experience leading organizations through change, influencing policy, and translating strategy into action, you are well positioned to strengthen CHBA BC's role as a trusted voice for housing. The base salary for this role is anticipated to be \$200,000+, with flexibility based on the successful candidate's experience and qualifications. Total compensation also includes eligibility for a performance bonus as part of the annual review process, extended health benefits, and vacation.