



Position: BAE, BOMA Association Executive

Reports to: Board of Directors

Location: Orlando, FL

### **Mission of BOMA Orlando**

BOMA Orlando exists for professional and educational development of the real estate owner and manager in Central Florida.

### **About BOMA Orlando**

Building Owners Managers Association (BOMA) Orlando is the premier commercial real estate association in Orlando, FL. It is a trade association that has represented interests in our industry since 1982. BOMA Orlando works to advance the interest of the commercial real estate industry at the local and state levels, on Capitol Hill and with Federal agencies. By actively working with lawmakers and government officials, BOMA advances issues of concern to the CRE industry and ensures our voice is heard by policymakers shaping legislative and regulatory agendas. BOMA Orlando members are the driving force behind one of the largest and most revenue-generating industries in the state-commercial real estate. Our members are building owners, managers, leasing professionals, corporate facility managers, asset managers, engineers, building vendors and everyone else in between needed to operate commercial properties across Central Florida. BOMA Orlando members

are passionate leaders who are experts in their fields and collectively, make BOMA an industry standard across the nation.

The organization provides valuable resources that help its members advance Central Florida's commercial real estate industry through continuing education, networking, and leadership. We provide the tools and services to help our members succeed. Our makeup of Principal Members (owners and managers of real estate) and Associate Members (partners who maintain our buildings) form the 325+ membership.

Our members play a vital role advocating on the commercial real industry to protect our owners while employing thousands of area jobs.

## **Role of the BAE**

The BAE of BOMA Orlando will be responsible for the overall operations, administration, and direction of the association, including execution of all policies established by the board of directors, execution of all programs, management of the association's financial affairs and serves at the pleasure of the Board of Directors.

Internally the BAE serves as the communications link liaison between the associations board and officers and its members. The BAE also, helps develop long and short-term strategic planning.

This position will be with an Independent Contractor (full-time position) or Association Management Firm

Day to day duties:

### **Administrative/Management**

- Daily emails, correspondence and phone calls with members, vendors, etc.
- Maintain databases of members and prospects and others
- Bi-weekly travel to bank and PO Box
- Website maintenance – posting events, member updates, updating pages, etc.
- Weekly Updates- newsletters

- Staying up to date on industry related issues
- Insurance Requirements
- Annual report filing
- Checking with attorney from time to time on items needing a legal review
- Bidding insurance, bidding caterers, venue scouting, phone service, etc.
- Thank you notes, election letters, ALL correspondence
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### **Membership**

- Email or mail potential members that request information
- Process membership applications when received
- Invoice new members if needed
- Prepare membership numbers for board reports as needed
- Follow-up with payment renewals
- Add to various databases new members
- Help members get answers to questions they have concerning commercial real estate
- Create or assist membership drives
- Calls with membership chairs
- CPD letters
- Event tracking
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### **Accounting**

- Income – post receivables, make deposits
- Expenses – post invoices, write checks, mail checks
- Monthly bank reconciliations
- Track reserve account
- Monthly financial reports
- Monthly prep for accountant, send bank statements and accompanying documents
- Track budget vs actual
- Create budget annually
- Assemble tax information for accountant as needed
- Follow up with members who have past due invoices
- Prepare invoices as needed
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### **Luncheon Programs**

- Help with obtaining speakers or make recommendations, confirm with speakers the content of program, av requirements, obtain bio
- Coordinate with venue
- Coordinate with caterers
- Prepare PowerPoint
- Email Alerts to Members
- Monitor website for attendance
- Prepare names tags and list of attendees
- Prepare agenda for President
- Attend event and set up room with PowerPoint, signage, etc.

- Breakdown event
- Post event items, including no-shows, accounting, etc.
- Coordinating items for meeting if needed (flowers, balloons, Partner Tables, Dessert Sponsor Tables, Team items if request to be on tables, etc.)
- Speakers thank you bags
- Thank you letters to speakers
- Set up and breakdown/cleanup

### **Board Support**

- Prepare monthly board meeting reports and agenda
- Send monthly notice to board members
- Attend board meetings
- Coordinating Annual Planning Session
- Strategic Planning

### **Team (committees) Support**

- Coordinate with all teams on events
- Suggest events and speakers
- Attend team meetings
- Review contracts for events
- Maintain registration lists
- Attend events created by the team
- Accounting – invoicing sponsors, preparing a budget vs actual as needed

### **Conference Attendance**

BOMA pays for conference attendance and candidate should be able to attend the following:

BOMA International Winter Business Meeting, usually end of January first of February (three to four nights)

BOMA Southern Region Conference, usually end of March first of April (two nights)

BOMA International Annual Conference, usually end of June first of July (four to five nights)

BAE Conference, usually end of October (two nights)

BOMA Florida Annual Conference, usually September (1-2 nights)

\*Dates and nights may vary depending on travel time

## **Candidate Profile**

BOMA Orlando is seeking an individual who can take on several roles as the BAE with strong organizational skills as you will be helping in all areas of BOMA. Some requirements we will review with each applicant:

1. 5-10 years experience in CRE/Industry Related/Management
2. Accounting and Budgeting Experience/Financial Management and Software
3. Ability to Travel/Flexible Hours
4. Governance/Diplomacy/Board Experience
5. Organizational Skills/Time Management

The person must exhibit success in collaborating with and convening diverse stakeholders sharing common interests and values so that the organization can thrive and support the best interests of its members.

Along with the skills above, some of the important personal attributes we seek include authenticity, strategic problem-solving, a proactive approach to things, charisma, diplomacy/political savvy, and a sense of humor.

To apply send a current resume and letter to [boma@bomaorlando.org](mailto:boma@bomaorlando.org).

For more information about BOMA Orlando, please visit [bomaorlando.org](http://bomaorlando.org)