IDENTIFICATION:
Job Title: Association Executive
Status: Full Time
Reports to: HCAR Executive committee
Salary: $60,000 + based on experience

POSITION SUMMARY:
The Association Executive oversees the day-to-day operations of the High Country Association of REALTORS and Multiple Listing Service (MLS). In addition, this person is responsible for staff administration and development, purchasing, budget preparation assistance, membership support, Board communications, and facilities management. The association and MLS are member-focused, and the AE should know the basic activities of its REALTOR members and where to find information important to members’ daily business. The AE will work closely with volunteers and elected leadership on the management of the organizations, and the Boards of Directors will have broad decision-making authority.

ESSENTIAL FUNCTIONS:
- Supervises and trains all staff and monitors administrative processes and systems
- Coordinates all internal staff communications and leads staff meetings
- Communicates effectively and works closely with Association BOD and MLS BOD
- Assists in planning, developing, and evaluating goals, programs, policies, and procedures
- Oversees membership database administration and coordination of records with the state association, and National Association
- Ensures accuracy of the membership process including admissions, maintenance of records and employees associated with the process
- Ensures data integrity within the association management database, membership application processing and on-boarding
- Ensures maximum opportunity to build strong bonds within the organization and its members
- Oversees all marketing and promoting of the association
• Acts as the face of the association in community involvement, including government affairs and advocacy – Proactive in participation
• Assists financial committee in preparation, administration, and implementation of the budget
• Manage and support non-dues revenue sources
• Support association’s efforts to adhere to NAR’s Core Standards
• Initiate annual reviews of association bylaws, MLS rules & regulations, and administrative guide
• Act as secretary for Grievance and Professional Standards committees
• Supervises and approves purchases of office equipment, furniture, and supplies
• Provides project management support for membership recruitment, retention, and engagement activities
• Act as facilities manager to oversee functions related to association property, equipment, and facility – including supervising and scheduling vendors, budgeting, equipment maintenance and ensuring culture of cleanliness and safety of the property.
• Provide accountability for operations of Association and MLS
• Attend state and national real estate related meetings (at the direction of the BOD) to bring innovation and education to members

QUALIFICATIONS:
Knowledge, skills, and abilities
• Skilled in organizational development, time management, budget, and resource development
• Excellent people and leadership skills including working with Board of Directors
• Flexible and able to multitask
• Working knowledge of QuickBooks, Excel, and Word
• Understanding and the ability to present financial statements to the Boards of Directors
• Working knowledge of the MLS system

Preferred Education and Experience
• Bachelor’s Degree
• 4 years’ experience in executive or association management
• 1 – 2 years related staff leadership experience
• Real Estate industry knowledge

WORK ENVIRONMENT AND PHYSICAL DEMANDS:
1. Ability to manage multiple boards of directors at the same time.
2. Ability to speak concisely and effectively communicate in public or large groups.
3. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency
4. Ability to view/enter data for long periods of time.
5. Ability to travel for business related educational opportunities.