

## JOB TITLE: MEMBER BENEFITS MANAGER

As a member of the marketing and communications team, the member benefits manager will be responsible for managing, planning, and communicating benefits that support the 125,000+ members of the Texas REALTORS® organization. The member benefits manager reports to and works closely with the vice president of marketing and communications to promote member benefits, manage affiliate partnerships, and facilitate committee initiatives.

**Salary:** We offer a competitive salary based upon experience and qualifications and an extensive array of employee benefits.

### SKILLS AND QUALIFICATIONS

- Demonstrate integrity, ethics, accountability, responsibility, initiative, and teamwork
- Ability to establish professional and friendly rapport and deliver excellent customer service
- Strong organizational skills and ability to manage priorities when overseeing multiple projects
- Comfortable with public speaking and some in-state travel
- Creative content contributor
- Timely completion of all reports
- Excellent written and verbal communication skills
- Proficient in Microsoft computer applications
- Familiarity with managing social media communities, working with online content management platforms, using project management tools, and facilitating video/online meetings
- Strong problem-solving skills
- Basic understanding of marketing communications concepts
- Ability to work independently or with other colleagues and departments
- Must be able to lift at least 50 pounds.

#### Education

Bachelor's degree in marketing or related field or equivalent experience required. Two years of professional experience is preferred. Familiarity with association management is a plus.

### JOB DUTIES AND RESPONSIBILITIES

#### Promote Benefits

- Collaborates with team members across all divisions to develop member value campaigns and on-boarding marketing collateral
- Develops and delivers presentations which feature products, services, and special pricing
- Collects, shares, and analyzes customer feedback on benefits offerings
- Ensures that consistent, accurate, and relevant benefits-related content is featured in communications
- Coordinates participation at member events throughout Texas
- Promotes benefits during tradeshows and conferences
- Supports local association efforts in promoting benefits of membership in Texas REALTORS®
- Serves as an ambassador for Texas REALTORS®.

#### Manage Affiliate Partnership Program

- Manages affinity marketing and member benefits partnerships
- Organizes and reviews product proposals and presentations
- Tracks and prepares regular status reports on partnership activities
- Establishes budget projections and ensures budget is in alignment with plan
- Supports charge to explore, review, and recommend third-party affinity marketing programs to enhance the value of membership and generate non-dues revenue.



### **Volunteer Engagement**

- Serves as staff liaison to the Texas REALTORS® Member Benefits Committee, overseeing and managing all related committee functions
- Develops and delivers training and key messages for benefits program volunteers
- Communicate with members to meet requests and share information on department services.

Performs other duties as assigned.

### **APPLICATION REQUIREMENTS**

Send resume, two writing samples and list of three references to: [marketing@texasrealtors.com](mailto:marketing@texasrealtors.com).