

SAN ANGELO ASSOCIATION OF REALTORS®
AE/CEO

POSITION SUMMARY:

The Association Executive (AE) serves as Chief Executive Officer and is responsible to the Board of Directors (BOD) for the effective conduct of the affairs of the Association. The AE makes recommendations for and participates in formulating the Association mission, goals, objectives, and related policies. Within that framework, the AE plans, organizes, coordinates, controls, and directs Association staff, programs, and activities. The AE works closely with the Association President and elected leaders to ensure that the Association's goals are achieved. The AE also provides staff liaison to all committees and ensures there is liaison between committees and the BOD.

ESSENTIAL FUNCTIONS:

PROGRAMS/TASKS

- Ensures that the BOD, executive committee, and officers are fully informed of Association conditions and of all important factors influencing them.
- Attends all meetings of the BOD and executive committee and maintains official minutes of those and other official Association meetings.
- Plans, formulates, and recommends for the approval of the BOD basic policies and programs that will further Association objectives.
- Executes all decisions of the BOD except when directors specifically make other assignments.
- Develops specific administrative policies, procedures, and programs to implement the general policies of the BOD.
- Establishes a sound organizational structure for the Association office.
- Plans the general administration of the entire Association operation; though many responsibilities are delegated to other staff members, the AE should be aware of the progress of all Association projects.
- Represents the Association in any and all local government matters affecting the real estate industry.
- Directs and coordinates all approved staff programs, projects, and major activities.
- Recruits, hires, orients, trains, and motivates Association personnel; responsible for all reviews, promotions, and terminations.
- Defines staff duties, establishes performance standards, conducts performance reviews, and maintains competitive salary structure.
- Provides the necessary liaison and staff support to committee chairs to enable committees to properly perform their functions, ensures that committee decisions and recommendations are submitted to the BOD for approval.
- Executes contracts and commitments as authorized by the BOD or within established policies.
- Promotes interest and active participation in Association activities to membership and local/chapter groups, and reports Association activities through the Association communications media.
- Maintains effective relationships with other organizations, both public and private, and ensures that Association and membership positions are enhanced in accordance with the policies and objectives of the organization.
- Ensures that all funds, physical assets, and other Association property are appropriately safeguarded and administered; operates within the approved budget.
- Plans, coordinates, and conducts public relations programs to enhance public acceptance of the industry.
- Serves as supervising editor of the Association's official publication.
- Plans, organizes and directs membership promotion and retention programs, and evaluates results and recommends policies, procedures, and actions to achieve membership goals.
- Collects dues and terminates delinquent memberships.
- Plans and conducts the annual membership meeting.
- Exercises management of budget and all arrangements to meet financial objectives.

- Provides security for files, legal and historical documents, and membership and mailing lists.
- Plans, promotes, and administers all official Association meetings.
- Plans and executes all communications to membership, including newsletters, general mailings, news releases, and so forth.
- Acts as a direct liaison with the state Associations and the National Association in matters that staff can handle.
- Serves on state and national committees if appointed, providing a benefit to the Association and the AE.
- Carries out other general responsibilities as officers and BOD may specify.
- Travels to state and national meetings as required by the BOD.

RELATIONSHIPS

Establishes positive working communications of mutual respect with the following:

- Leadership of the local or state Association.
- AEs and staff of other Associations.
- Association counsel.
- City council members, city council staff and appropriate local government officials.
- Association staff and all members.
- Leadership of subordinate or allied groups and organizations.

PERFORMANCE STANDARDS

Performance standards for this position are attained when the following are completed:

- Policies offered for consideration by the Association moved the Association toward its goals and objectives.
- Officers, committee chairmen, and other Association leaders kept fully informed as to the activities and plans in their areas of responsibility.
- Managed the Association office and staff efficiently and effectively.
- Ensured Association programs are well managed through planning, organization, coordination, and control.
- Committee liaisons were supported in a timely and effective manner.
- Provided Association educational programs to offer members tools to build their knowledge and competence.
- Association meetings were well planned, organized, and effective.

QUALIFICATIONS

- Be dedicated to the ideals and goals of the Association.
- Be capable of working under pressure.
- Be of strong moral character with excellent leadership and motivational skills.
- Be a proficient writer and editor.
- Good working knowledge of budgets and financial documentation.
- Solid communication skills to work with staff, membership, leaders and in public speaking.
- Experience in business management with organization competency.
- In-depth knowledge of accounting, financial and budgetary documents.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Ability to walk, stand, and sit for long periods of time, lift things weighing up to 20 pounds.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view/enter data in an efficient and effective manner.

Salary — \$70,000 plus benefits DOQ

To apply, please submit your cover letter and resume to jhouser@texasrealtors.com.