

CCAR Job Description

AE/CEO REALTOR® Association Opportunity in Corpus Christi, Texas

The Corpus Christi Association of REALTORS® is seeking a new CEO to work with the Board of Directors, Board of Governors and the Management Team in managing and guiding our 1800-member organization of professional REALTORS® both in Corpus Christi and surrounding South Texas areas.

The CEO will also lead a team of real estate association professionals. CCAR offices in an Association-owned facility for administration and staff, with meeting rooms for REALTOR® training, events and meetings, and includes offices of professional tenants. The Association and MLS manage an annual budget of over \$2million with reserves that allow for a sustainable ongoing organization.

Corpus Christi Offers the Opportunity of a Key Leadership Position in the South Texas Economic Hub

Corpus Christi is the emerging hub for a vibrant South Texas economy that includes the natural beauty of dazzling beaches, hotels, businesses and residences along a waterfront that stretches for miles along the Texas coast. There is a wide spectrum of housing that ranges from moderately priced homes to multi-million-dollar mansions. There is an endless range of recreational activities for residents and tourism that includes swimming, sailing, fishing and recreational vehicles.

Along with natural beauty, recreation, and tourism, Corpus Christi has a strong industrial base that includes oil, banking, petrochemicals, and an international port. The unique combination of beach, water, and recreation, along with a solid industrial base gives Corpus Christi a unique emerging position in Texas and the nation.

Because of Corpus Christi's emerging status as the hub of South Texas, a population of strong professionals is choosing Corpus Christi for their homes, offering increasing opportunity for real estate professionals. CCAR offers rising real estate association executives the chance to serve a great city and become a key leader in a growing economy.

AE/CEO Job Description

Traits, Qualities, and Leadership Style

CCAR is seeking an AE/CEO to build, develop and mentor an effective staff team to serve their membership. He/she must be an effective budget and financial administrator. The executive must be a membership service focused leader who can relate effectively to Corpus Christi leaders and citizens. We seek a visionary leader who can build effective programs for these unique times and lead in technology that will allow the Association to be successful in a virtual environment. We seek a leader who can effectively collaborate with the board and implement organization decisions. We seek a leader who understands the need to grow and learn with their position.

Qualifications

The AE/CEO must have the ability to work effectively and harmoniously with the Board of Directors, Board of Governors and the Management Team in a synergistic way, proposing strategies, plans and initiatives, yet whole-heartedly following and implementing the decisions of the Board of Directors.

Three years of experience at a Non-Profit Association or equivalent with executive level management experience, or five years' experience working at a staff management level. Experience with an Association of 5+ employees, 1200+ members, and a \$1mil+ annual budget desired. MLS experience is a plus.

The candidate must have excellent interpersonal skills, and good public speaking skills. They must have a communication ability that focuses on communicating with Association members and maintaining daily contact with them and understands their changing and evolving needs. They must have the ability to relate well to community leaders and local officials, focusing with them on the areas and issues that impact the interests of the Association membership.

Personal Qualities/Leadership Track Record

Candidate must be a self-motivator with a history of effectively managing, delegating, and motivating staff, have in-depth accounting, financial, budgetary, and organizational competency. Candidate should have a history of supporting RPAC, attending Local, State, and National Conferences, and CAE and RCE designations are a plus.

Day to Day Duties

Ensure reliable revenue sources to operate the Association at optimum and future levels with research and development funds in place for new initiatives with Board of Director approval.

- Develop a comprehensive budget with staff input based on strategic outcomes with Board of Director approval.
- Manage new member recruitment and retention programs with volunteer participation, including one orientation model for all.
- Manage a professional communication plan with the membership that includes an up-to-date website, newsletters, and breaking news communiques.
- Manage the operations of the organization based on the decisions of the Board of Directors and Board of Governors
- Manage the Association Structures and Organizational Operations
- Work with volunteers on the day-to-day administration of the organization and help secure needed resources. Develop and implement programs and events that are in line with the strategic vision of the organization.

- Manage the property and equipment of the association, including tenant offices and services.
- Manage professional development requirements for real estate members.
- Ensure staff compensation is regionally competitive, submitting salary recommendations to the board as well as the structure of the organization and roles within it.
- Serve as spokesperson for Association in all public matters, in consultation with the Chairman and Board. Articulates the positions developed by the board of directors.
- Develop a relationship with staff as the team leader, with staff meetings and orientations, as well as educational opportunities at conferences.

Salary/benefits: \$120,000/year plus a yearly bonus to offset any healthcare expenses.

Please submit resumes and inquiries to Jon Houser, jhouser@texasrealtors.com.