
Job Title: Association Executive (AE)

Reports To: Board of Directors through the President

Organization: Central Hill Country Board of REALTORS® (CHCBR) and its Multiple Listing Service (MLS)

Location: Fredericksburg, TX

Job Type: Full-Time

Salary Range: \$70,000 (may be adjusted, based on experience); 60 day review

Contact: Please submit resumes or inquiries to Jon Houser at jhouser@texasrealtors.com

Position Summary

The **Association Executive (AE)** serves as the **Chief Staff Executive** of the **Central Hill Country Board of REALTORS® (CHCBR)** and its **Multiple Listing Service (MLS)**. This pivotal leadership position is responsible for the day-to-day operations, strategic implementation of Board directives, financial oversight, and staff management. Reporting directly to the President of the Board, the AE acts as a liaison among the Board of Directors, members, community, other local associations, and state/national REALTOR® associations (TAR and NAR).

Key Responsibilities

1. Leadership & Governance

- Acts as an ex-officio, non-voting member of the Board and all standing committees.
- Attends all Board and committee meetings; assists in agenda preparation and follow-up.
- Communicates effectively with the Board, ensuring they are informed on operations, compliance, and industry updates.
- Ensures compliance with mandates from TAR and NAR.
- Promotes the mission of CHCBR: providing leadership, education, technology, and support to its members.
- Acts as the official representative of CHCBR at the local, state, and national levels.

2. Operational Management

- Oversees all administrative operations including staff, office equipment, databases, and property.
- Supervises the MLS committee and ensures compliance with MLS Rules & Regulations.
- Manages the Association's website, database systems (including NRDS), and communication channels.
- Coordinates meetings, new member orientations, events, and continuing education classes.
- Maintains an organized, professional office environment and ensures upkeep of facilities.

3. Strategic Planning & Financial Oversight

- Works closely with the Budget & Finance Committee to prepare annual budgets and manage cash flow.
- Maintains all financial records and prepares monthly and annual financial statements.
- Manages accounts payable/receivable, payroll processing, bank reconciliations, and tax filings.
- Coordinates with CPA for year-end tax preparation and reviews.
- Negotiates contracts, secures bids for services over \$300, and maintains vendor relationships.

4. Communications & Public Relations

- Manages all communication with members, including newsletters, notices, event promotions, and MLS updates.
- Responds professionally to inquiries from members and the public.
- Directs media questions to the Board President and ensures appropriate messaging on behalf of CHCBR.

5. Legal & Compliance

- Executes contracts as authorized by the Board.
 - Ensures the Association operates within all applicable local, state, and federal laws and REALTOR® association policies.
 - Prepares and submits NAR Core Standards compliance documentation annually.
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Qualifications

- Bachelor's degree, RCE designation or advanced degree is a plus.
 - Minimum 3 years of executive or senior leadership experience in a REALTOR® association or similar organization.
 - Knowledge of association governance, financial management, and program development.
 - Proficiency in QuickBooks, Microsoft Office Suite (Word, Excel, Outlook), and membership management software.
 - Ability to work independently and under pressure, while maintaining a high standard of professionalism and ethics.
 - Willingness to travel to state and national events as required.
 - Residency in or willingness to relocate to the Central Hill Country region (Fredericksburg, TX area).
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Desired Skills & Competencies

- **Leadership & Collaboration:** Proven ability to inspire, support, and manage both staff and volunteer leadership.
 - **Strategic Thinking:** Ability to align day-to-day operations with long-term vision.
 - **Communication:** Strong written and verbal communication skills, adept at member engagement and public speaking.
 - **Technology:** Comfortable with maintaining websites, email systems, databases, and new technologies.
 - **Financial Acumen:** Experience in budgeting, accounting, payroll, and working with CPAs and auditors.
 - **Integrity:** High moral character and commitment to the values of the REALTOR® community.
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Additional Responsibilities

- Maintain accurate and up-to-date records for all members and association operations.
 - Coordinate lockbox/key system services and ensure MLS system integrity.
 - Support the Board President and MLS Chairperson with timely reporting and meeting materials.
 - Participate in policy development and bylaw updates with CHCBB leadership.
 - Provide monthly reports, updates, and analysis to the Board of Directors.
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Working Environment

- Office-based in Fredericksburg, TX with occasional travel.
 - Must be available during regular business hours and for evening/weekend events as needed.
 - Some light physical responsibilities related to event setup and office upkeep.
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To Apply

Please email your **resume and cover letter** to:  jhouser@texasrealtors.com
