



Position: **Commercial and Global Program Manager**

Department: Association and Member Development

Reports to: Director

Classification: Exempt

Awarded as a Top Workplace in Austin consecutive years, Texas REALTORS® is a destination for employees who want to work with a team of fun and engaging people. With a great workplace and top-notch benefits, we're eager to welcome great people to the REALTOR® Family.

Texas REALTORS® is a member-service organization, serving over 150,000 real estate professionals throughout the state, located steps away from our State Capitol building in Austin. Texas REALTORS® mission is to advance REALTORS® and the communities we serve through advocacy, professionalism and resources.

The association staff functions as a team to provide exemplary service to the members through a variety of benefits and services. Texas REALTORS® prides itself in providing a rewarding work environment centered around our core values of service, collaboration, ownership, integrity and respect.

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

Contact: *Send resumes and inquiries to Jon Houser (jhouser@texasrealtors.com)*

Position Overview

The primary responsibility of the program manager is to facilitate the success of members focused on the areas of commercial and global real estate, and to enhance member services, events, and programs through intentional outreach in these areas. This position reports to the Director and works closely with other department team members.

Responsibilities

Projects & Programs

- Collaborate with department team members to develop purpose and goals, coordinate logistics, and execute all major meetings and special events under the department's purview.
- Identify and source educational programming in connection with the latest developments in commercial and global real estate.
- In collaboration with the Legal Department and commercial forms task force, help maintain the association's Texas FormSource program.
- Develop strategic partnerships with international and commercial-focused groups and identify opportunities to engage in cooperative efforts. Develop and foster relationships with statewide economic development entities, such as the Texas Economic Development Corporation and the Governor's Office of Economic Development and Tourism office.
- Strengthen the ambassador relationship with AMPI, the REALTOR® organization's counterpart in Mexico, and develop programs and services to promote bilateral cooperation.
- Coordinate Texas REALTORS® participation and attend NAR's C5 Summit, an annual event focused on commercial real estate.
- Partner with Texas REALTORS® Government Affairs Department to expand the association's engagement and strategic partnerships related to economic development.
- Research, identify, and monitor trends, themes, emergent topics, and insights into the commercial and global real estate areas.



- Monitor and enforce budget, schedule, scope, and resources for all projects.

Committee Management

- Serve as staff liaison to the Commercial and Global Committees, overseeing and managing all related committee functions in pursuit of each of the group's purposes.
- Manage all awards, recognitions, and scholarships related to the two committees.
- Assist with the implementation of initiatives developed collaboratively with committee leadership and approved by the Budget & Finance Committee.

Relationships

- Build and maintain the organization's relationships with members and local associations focused on any of the specialty services.
- Build and maintain industry partnerships to provide services and enhance value to members.

Communications & Marketing

- Oversee outreach to members in efforts to enhance programmatic offerings, including focus group development, recruitment, and action planning.
- Assess program impact and effectiveness and adjust programming as necessary to meet the needs of Texas REALTORS® members.
- Support effective teamwork, collaboration, and communication efforts across multiple departments on various projects and initiatives.
- Assist with specialty content for the association's social media and newsletter outreach.
- Proactively communicate the status of projects and programs to participating staff (intra- and cross-departmental) to ensure timelines and expectations are met.

Other Duties as Assigned

Skills & Qualifications

The ideal candidate is:

- An experienced program manager holding a bachelor's degree or equivalent experience, with trade association work in the area of commercial real estate preferred.
- Committed to providing exceptional member service.
- Self-motivated, highly organized, and requires little day-to-day direction.
- Capable of taking ownership to manage multiple projects and competing priorities simultaneously, with excellent attention to detail.
- Able to think strategically and execute tactically.
- Collaborative by nature with strong interpersonal skills, and excited about liaising with various departments, partners, and vendors to ensure lasting relationships are developed, expectations are managed, and goals are achieved.
- Experienced with monitoring program effectiveness; able to easily adapt based on assessment results both immediately and over the life of the project.
- Extremely comfortable with technology, as this role requires the use of various software applications including the Microsoft Office suite and in-house marketing platforms.
- Able to develop and manage budgets from planning to implementation.
- Dedicated to staying ahead of market trends, themes, and topics, to ensure department meets members' evolving needs and interests.
- Comfortable with public speaking and domestic and international travel.
- A consummate professional, with excellent verbal and written communications skills, always displaying tact and diplomacy.