



GREATER FORT WORTH

ASSOCIATION OF REALTORS®

The Greater Fort Worth Association of REALTORS (total membership = 4,800+) seeks a Chief Executive Officer. Fort Worth, Texas is one of America's fastest growing cities, and GFWAR celebrated its 100th Birthday in 2018. The Association has a long tradition of local, state and national involvement, and seeks a dynamic leader with the following qualifications:

- Superior people skills
- Ability to manage and motivate experienced staff of 16
- Executive-level communication skills
- An understanding of advocacy and collaboration
- Financial Management experience
- Ability to think strategically

Compensation and benefits are competitive. Interested individuals may forward a cover letter and resume to Jon Houser at Texas Realtors (jhouser@texasrealtors.com), Debbie Findley at GFWAR (d.findley@gfwar.org), or Elizabeth McCoy, GFWAR CEO Search Task Force Chair, (elizabethm@williamstrew.com).

Deadline for applications is noon on November 15, 2023.



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CEO Job Description

Internal Management and Strategic Initiatives

- Take responsibility for compliance to NAR's Core Standard requirements and submit all documentation to TAR and NAR in a timely manner
<https://www.nar.realtor/ae/manage-your-association/core-standards-for-state-and-local-associations>
- Become knowledgeable about NAR Code of Ethics, and Professional Standards process
- Become knowledgeable about local, state and national real estate trends and issues. Gain an understanding of how ongoing issues might impact or be of interest to residential, commercial and affiliate members
- Coordinate and oversee annual Strategic Planning process; present Strategic Plan in complete form to Board of Directors in December and January
- Stringently oversee annual review of GFWAR Bylaws, any mandated or approved changes, implement into text, and have approved by NAR prior to submission of Core Standards requirements
- Direct series of events to elect officers annually, from electing Nominating Committee to installation of officers
- Conduct Leadership Orientation for incoming Officers & Directors; collaborate with neighboring associations to produce TRLP, assist in scheduling state candidates for Board of Directors' endorsements
- Handle all legal concerns with assistance from GFWAR legal counsel; Act

as spokesperson for GFWAR in hearings, subpoena's, etc., assist in creation of all association policies

- Handle overall supervision, professional development, and training of GFWAR staff. Conduct frequent staff meetings to ensure effective support of membership and programs. Conduct annual performance reviews with staff.
- Fill vacant staff positions as they arise prioritizing key skill sets needed for each position and being mindful of GFWAR strategic goals related to diversity, equity and inclusion.

Advocacy

- Establish GFWAR as the authority for property rights through intentional advocacy efforts and relationships at the local, state and national levels
- Assist in all Governmental Affairs meetings, candidate interviews, special presentations both in-house and at outside locations, with city, state and national leaders, homeowners' associations, etc.
- Enhance the effectiveness of our advocacy efforts through utilization of resources available through the REALTOR organization, such as NAR's Vote, Act, Invest resources and Texas REALTORS advocacy programs
- Engage in advocacy efforts that help to ensure fair housing and equal opportunity
- Engage with membership to enhance their understanding and appreciation of the importance of investing in TREPAC
- Support fundraising efforts, events, dues billings, etc. to benefit TREPAC; generally oversee local PAC

Unification of Members: Local, State and National REALTOR Associations

- Continually improve the Association's communications efforts with a focus on quality, enhanced member engagement and value
- Participate in after-hours events, i.e. "Business After Hours", SCR Happy

Hours", some YPN events, neighboring association installations, etc.

- Conduct outreach events in outlying areas of GFWAR Board Jurisdiction
- Work collaboratively with area REALTOR associations on projects, programming, etc.
- Attend State and National REALTOR Association-meetings as scheduled
- Participate when requested in planning state and national REALTOR meetings in the DFW Metroplex and in Fort Worth
- Entertain state and national REALTOR leadership when in the Fort Worth area, and at their request
- Establish alliances with GFWAR Affiliates through work groups, advertising opportunities, training for members, etc.
- Work with societies, institutes and councils of NAR at their request and as time permits
- Oversee functioning of Society of Commercial REALTORS
- Mentor members as requested; write letters of recommendation, act as employment/character reference
- Oversee all awards, recognition, etc. for GFWAR Members (REALTOR of the Year, REALTOR Spirit, Affiliate of the Year, Distinguished Service Award, REALTOR Emeritus, any nominations for TAR & NAR awards, etc.); write letters of recommendation, create nomination packets, write presentation speeches, etc.
- Meet with brokers at their requests. Speak at office sales meetings, etc.
- Maintain good working relationships with all GFWAR past presidents and schedule past presidents' special opportunities to participate (i.e., Past Presidents' Advisory Council) and as guests at GFWAR luncheons, events, when appropriate

- Be cognizant of diversity issues in encouraging leaders and planning programming

Collaboration with Outside Groups

- Work with allied groups to advocate for fair housing, diversity and inclusion
- Assist in positioning GFWAR as the voice of real estate by promoting the value proposition of utilizing the services of a REALTOR. Enhance the visibility of the GFWAR brand in the community
- Work with Texas Real Estate Commission on Town Hall meetings, task forces, education course development, honoring licensees, etc. as opportunities arise or when requested
- Assist in the execution of GFWAR's Community Outreach Plan to strategically enhance the Association's involvement in activities that make a difference in the community
- Attend special community events when appropriate, i.e. Chamber luncheons, special events for partnering organizations, (example: Downtown Fort Worth, Inc.)
- Serve on community boards when asked or as appropriate
- Assist with builders, lenders, the City of Fort Worth and housing groups to promote home ownership and affordable housing
- Support partnership with GFWAR's Adopt-A-School partner, Greenbriar Elementary, with fundraising and ongoing communications

Press and Public Relations

- Speak when requested at any meeting, event, etc. when scheduling permits
- Develop and nurture good working relationships with press and media; appoint spokespersons and provide talking points; meet with editorial boards when necessary
- Assist in creation of marketing tools, special PR campaigns, print collateral for GFWAR

Education

- Participate in all AE continuing education programs at state and national level, and all professional workshops on specifics when appropriate
- Participate in New Member Orientation programming in conjunction with Membership Department
- Develop programs and services to increase the level of professionalism and competency within the industry and improve the public's image of REALTORS
- Develop programs and services for various specialties (i.e. property managers, brokers/managers, affordable housing, etc.)

Products and Services

- Assist in promoting products, services and member benefits of GFWAR, TAR and NAR
- Assist in communication and education efforts related to the value of the Association's MLS Services
- Assist in merchandise selection and developing inventory process for REALTOR store
- Work collaboratively with artists, designers, etc. on special GFWAR projects (example: Logo, Sculpture Symposium project, interior design on GFWAR building, etc.)

Technology

- Assist in selection of all major internal systems, i.e., internal management software, telephone system, technology equipment purchases, etc. and take responsibility for all long-term contracts
- Assist as needed for redesign of GFWAR & SCR websites and related functionality

- Assess technological needs of members and staff regularly and implement purchases of new equipment and training as necessary
- Assist as possible with MLS & SUPRA technology conversions, including scheduling, negotiating, staff support, training, etc.
- Attend all NTREIS Board of Directors meetings, NTREIS AE Forums, and NTREIS Special Task Force meetings

Financial Management

- Assist Controller in estimating line items for annual budget
- Adjust banking relationships when advisable
- Oversee GFWAR Investment account (work with Executive Committee and according to GFWAR Investment Policy.)
- Develop non-dues revenue whenever possible
- Oversee selection of contractors, scope of work, etc. for all building improvements
- Respond when feasible to Disaster Relief efforts at local, state and national levels