

Job Description: President & CEO

Position Overview:

The President & CEO holds a pivotal role in the organization as the Chief Executive Officer. Reporting directly to the Board of Directors, the incumbent is accountable for proficiently managing the Association's operations. This entails strategic decision-making, leadership, and effective supervision of staff, programs, and activities, all in alignment with the Association's mission, objectives, and policies.

Responsibilities:

Strategic Leadership:

- Collaborate with the Board of Directors to define and articulate the Association's mission, vision, goals, and policies.
- Devise strategic plans to guide the Association's growth and progress, while ensuring compliance with the established mission and policies.

Operational Excellence:

- Establish comprehensive administrative policies and procedures for the Association's office functions.
- Design and implement an organizational structure that optimally supports the Association's objectives.
- Lead in the recruitment, training, performance evaluation, and development of staff, promoting a high-performing team environment.

- Develop and manage membership promotion and retention strategies, analyzing outcomes to recommend enhancements.
- Oversee the Association's physical infrastructure and coordinate essential services to maintain its functionality.

Communication and Outreach:

- Cultivate effective internal and external communication channels to uphold positive public relations.
- Act as the official representative and spokesperson for the Association, liaising with elected officials, members, and external stakeholders.
- Collaborate with elected officials and the membership to design and execute education programs that address pertinent needs.

Financial Management:

- Manage the Association's finances in alignment with the approved budget, preparing annual budgets and long-term forecasts in collaboration with the Finance Committee.
- Ensure the prudent collection of dues and handle the termination of delinquent members.
- Safeguard and administer all funds, physical assets, and property, operating within budgetary parameters.

Policy Formulation:

- Propose and develop fundamental policies and programs for the Board's consideration, aligning with the Association's objectives.
- Execute decisions made by the Board of Directors, unless alternative assignments are specified.

External Engagement:

- Engage with external entities, attending meetings with the Board of Directors, elected officials, and the general membership.
- Foster relationships with relevant associations, industry bodies, government entities, and vendors to bolster the Association's image and objectives.

Professional Involvement:

- Maintain an active presence within civic organizations and community improvement initiatives.
- Cultivate strong relationships with other associations, boards, and states to facilitate collaboration and knowledge exchange.
- Participate in state and national activities and programs within the confines of the Association's budget.

Qualifications:

- Proven experience in executive leadership, preferably within a membership-based or nonprofit organization.
- Strong organizational, analytical, and decision-making skills.

- Exceptional interpersonal and communication abilities, including public speaking and advocacy.
- Proficiency in financial management and budget oversight.
- Demonstrated aptitude for strategic planning and policy formulation.

Internal Relationships:

- Regular interaction with the Board of Directors and its committees on policy matters and relevant issues.
- Close collaboration with TEXAS REALTORS and the NATIONAL ASSOCIATION OF REALTORS, as well as maintaining connections with the general membership.
- Establishing appropriate affiliations with other associations, industry counterparts, government bodies, public service organizations, and vendors to enhance the Association's reputation and objectives.

Note: Membership in the National Association of REALTORS may entail waived dues payment and use of the REALTOR title.

This job description is subject to modification in alignment with organizational needs and priorities.

Please send all resumes to Jon Houser.