



Position: **Program Manager** *Commercial & YPN*
Department: Professional Development
Reports to: Director of Professional Development
Classification: Exempt

Awarded as a Top Workplace in Austin consecutive years, Texas REALTORS® is a destination for employees who want to work 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. 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.

Texas REALTORS® mission is to advance REALTORS® and the communities we serve through advocacy, professionalism and resources.

Position Overview

The primary responsibility of the program manager is to facilitate the success of members focused on commercial real estate as well as those interested in the Young Professionals Network (YPN), to enhance member services, events, and programs through intentional outreach. This position reports to the Director of Professional Development 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.
- Coordinate Texas REALTORS® and coalition participation and attend annual NAR C5 Summit.
- Manage all logistics surrounding Texas REALTORS®' participation in Select USA with Team Texas.
- Partner with 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 commercial real estate.
- Identify and source educational programming in connection with the latest developments in commercial real estate.
- In collaboration with the Legal Department and commercial forms task force, help maintain the association's Texas FormSource program.
- Collaborate with other team members and the YPN Committee to coordinate specific events, including the annual Texas REBar Camp, managing all aspects of a multi-day "unconference," including event logistics, vendor and speaker recruitment, and evaluation.

Committee Management

- Serve as staff liaison to the Commercial Committee, overseeing and managing all related committee functions in pursuit of the group's purpose.
- Serve as staff liaison to the YPN committee, overseeing and managing all related committee functions in pursuit of the group's purpose.
- Assist with the implementation of initiatives as determined by committee leadership and approved by the Budget & Finance Committee.



Relationships

- Build and maintain the organization's relationships with members and local associations focused on specialty services, especially commercial real estate and YPN.
- Build and maintain industry partnerships in commercial real estate 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.
- Assist with department social media and newsletter outreach.

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 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 Adobe Premiere Pro, the Microsoft Office suite, in-house marketing platforms, and graphic design programs to address content management and communications.
- 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.
- Eager to dive deep into commercial real estate and young professionals topics, ready and willing to devote self-study if needed.
- Comfortable with public speaking and potential domestic and international travel.
- A consummate professional, with excellent verbal and written communications skills, always displaying tact and diplomacy.