



JOB TITLE: TREPAC MANAGER

Awarded a Top Workplace in Austin in 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 155,000 real estate professionals throughout the state, located steps away from our state Capitol building in Austin. The 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 on providing a rewarding work environment centered around our core values of service, collaboration, ownership, integrity, and respect.

The organization is seeking a dedicated, goal-oriented individual to join our team as **TREPAC Manager**. This position is responsible for educating, fundraising, and assisting with political activities as it relates to the Texas REALTORS® Political Action Committee. The TREPAC Manager works with local Texas REALTOR® associations, PAC board of Trustees, and staff to develop initiatives and advocacy programs to raise money and awareness about TREPAC.

This is a **full-time, non-exempt, full-time position** in Austin, Texas.

Salary: We offer a competitive salary based upon experience and qualifications. Employees also receive an extensive and competitive array of benefits.

Contact: Send resumes and cover letters to TREPAC Director Leslie Cantu at lcantu@texasrealtors.com.

JOB DESCRIPTION, DUTIES AND RESPONSIBILITIES

Education/Fundraising/Political Activity:

- *Heavy emphasis on increasing participation among target groups such as: Brokers, Commercial Practitioners, Top Producers, YPN and others.*
- *Assists Director and local associations in developing and implementing educational and outreach programs to promote and raise TREPAC awareness, including advocacy programs for local associations.*
- *Create new business opportunities with affiliated groups such as WCR, YPN, Property Managers, etc.*

- Administers TREPAC Website, monthly TREPAC newsletter, TREPAC Certification Programs. Creates promotional materials including video and print for volunteers, Board of Trustees, and local associations.
- Manages TREPAC's social media communication via Twitter, FB, Instagram, etc.
- Handles local association TREPAC contribution requests and distributions for state and local races, as well as other TREPAC political campaign support activities.
- Responsible for notifying campaigns of and any TREPAC Direct Campaign Expenditures administered on their behalf.
- Works closely with all other TREPAC staff, Field Reps and GA Dept.
- Extensive travel required providing legislative and TREPAC updates to local associations as well the need to attend Texas REALTOR® meetings and conferences.

Fundraising and Events:

- Assists in coordinating and facilitating TREPAC events and activities.
- Creates TREPAC materials to promote activities, events, and other fundraising programs.
- Maintain historical contribution reports for TREPAC investors, major investors, and award categories.
- Assists local associations develop and carry-out fundraising programs to promote and raise TREPAC awareness.
- Some travel may be required for local association visits, meetings, and Texas REALTORS® conference, and NAR meetings.

Governance Meetings:

- Acts as staff liaison to the TREPAC Education and Orientation Committee, thereby attending meetings, setting agenda, preparing minutes, and working with committee leadership and other committees as assigned.
- Coordinates the TREPAC/GA Orientation in October, designed to train hundreds of local board volunteers.
- Coordinates with TREPAC Director in planning and implementing the PAC Trustee meetings, conference events, and provide other administrative support as needed throughout the year.
- Assists with the TREPAC booth at the PAC/GA orientation and Texas REALTORS® Winter meeting.

Awards and TREPAC Merchandise:

- Responsible for the TREPAC awards program working closely with the TREPAC Coordinator to distribute and maintain the awards database.
- Communicates with our TREPAC investors, major donors and Hall of Fame members regarding meetings, events, and recognition.

- *Work with TREPAC Coordinator on fundraising merchandise, inventory, and distribution.*
- *Provide training on available state and national award programs.*

SKILLS AND QUALIFICATIONS

- *Bachelor's degree or equivalent association, fundraising, political or governmental experience preferred.*
- *Highly effective organization, multi-tasking, communication, and interpersonal skills.*
- *Demonstrated ability to accomplish results and meet set goals.*
- *Must be proficient in Microsoft Word and Microsoft Excel and will be required to become proficient in all computer programs used by Texas REALTORS® to communicate with its membership and with the administration process.*
- *General office experience along with extensive communication, social media, and writing experience. Filing skills and experience needed to maintain files and records.*
- *Will have daily phone and email contact with membership. Must be able to answer questions promptly and tactfully.*
- *Frequent contact with committee leadership and local boards. Personal contact with association officers and committee members during semiannual state conventions and other called committee meetings.*
- *May handle phone calls and requests from members of the Texas Legislature and Texas Real Estate commission. Must be able to recognize elected officials.*
- *Cooperate with any department to achieve the goals of the association.*
- *Must identify priority of tasks and set schedule to complete responsibilities with minimum supervision.*
- *Must be able to make decisions about day-to-day tasks, projects, and schedules.*
- *Must exercise good judgment, use discretion, and work effectively under pressure in a self-directed manner within a collaborative team-oriented environment.*
- *Must also demonstrate the ability to prioritize and manage multiple projects and see them through to completion in a deadline-oriented environment.*