

Palestine Association of Realtors

Association Executive

Position Overview

The Association Executive of the Palestine Association of Realtors is the primary liaison between the Board of Directors, members, state and national REALTOR® associations, and external stakeholders. The AE will be responsible for the leadership, strategic direction, and administration of the association. The position will be remote but will require attendance at all board meetings and events. Yearly salary will be \$38,400.00

Objectives and Responsibilities Overview

The AE will oversee the comprehensive association management of the organization, ensuring alignment with the Board of Directors, volunteer member-focused resources and needs, industry standards, and community engagement. The AE is responsible for executing Board-approved policies, ensuring compliance with PAR bylaws, policies & procedures, NAR Core Standards, while maintaining all legal and fiscal obligations.

Key Responsibilities

1. Leadership & Governance

- Acts as an ex-officio, non-voting member of the Board and all standing committees.
- Attends all Board and committee meetings; assists in agenda preparation and follow-up.
- Communicates effectively with the Board, ensuring they stay informed with industry updates and compliance.
- Maintain accurate and up-to-date records for all members and association operations.
- Ensures compliance with mandates from TAR and NAR.
- Promotes the mission of PAR & acts as the official representative of PAR at the local, state, and national levels.

2. Operational Management

- Ensures compliance with MLS Rules & Regulations.
- Manages the Association's website, database systems (including NRDS), and communication channels.
- Coordinates meetings, enters new members, promote new member orientations, events, and continuing education classes.
- Coordinate Sentrilock lockbox/key system services and ensure MLS system integrity.

3. Strategic Planning & Financial Oversight

- Collaborates closely with the Treasurer and Budget Committee to prepare annual budgets and manage cash flow.
- Collaborates with bookkeeper to manage accounts payable/receivable, bank reconciliations, and coordinates with CPA for year-end tax preparation, review, and tax filings.

- Negotiates contracts per Board approval, secures bids for services over \$200.00, and maintains vendor relationships.

4. Communications & Public Relations

- Manages all communication with members, including newsletters, notices, event promotions, and MLS updates.
- Responds professionally to inquiries from members and the public.
- Directs media questions to the Board President.
- Must be available during regular business hours and for evening/weekend events as needed.
- Some light physical responsibilities related to event setup may be required.

5. Legal & Compliance

- Executes contracts as authorized by the Board.
- Ensures the Association operates within all applicable local, state, and federal laws and REALTOR® association policies.
- Prepares and submits NAR Core Standards compliance documentation annually.
- Participate in policy development and bylaw updates with PAR leadership.
- Provide monthly reports, updates, and analysis to the Board of Directors.
- Willingness to travel to state and national events as required.

Ideal Qualifications

- Degree preferred but will look at work experience.
- Prefer knowledge of association governance, fiduciary management, marketing, public relations and program development
- Proficiency in QuickBooks, Microsoft Office Suite (Word, Excel, Outlook), and Canva
- Ability to work independently and under pressure, while maintaining a high standard of professionalism and ethics.
- Willingness to travel to state and national events as required.

To Apply

Please email your resume and cover letter to:

jhouser@texasrealtors.com