



Business and Professional Development Affiliate Coordinator

Shape the future of real estate in Austin.

ABoR is one of the most innovative REALTOR® associations in the industry, serving one of the fastest-growing areas in the country. We're not a "clock-in, clock-out" place to work: our family of team members have fun, hustle hard, and are committed to fostering the most engaged and professional REALTORS® in the nation. Join our team and be a part of the coolest real estate association around.

The Business and Professional Development department at ABoR is looking for a **Business and Professional Development Affiliate Coordinator** who will be responsible for supporting and executing member recruitment and engagement strategies aimed at increasing the Austin Board of REALTORS® Affiliate Member base.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain and implement the Affiliate Membership recruitment and retention strategy.
- Manage current Affiliate Member account activities such as orientations, sponsorship deliverables, and customer satisfaction.
- Develops and secures annual sponsorship and advertising packages for Affiliate members.
- Helps promote and maintain a positive company image through all forms of communication delivery methods, including but not limited to live and virtual speaking engagements to both small and large groups.
- Assists in facilitating Affiliate virtual, in-person, and hybrid classroom and event logistics included, but not limited to hosting, registrations, set up and break down.
- Provide support for Member Event Center rental logistics (setup, onsite assistance, etc)
- Maintain in-depth knowledge on the use of systems, databases, regulations, and the ability to explain ABoR and ACTRIS policies, rules, and member benefits to Affiliate members.
- Handles all administrative duties associated with fulfilling and executing contracted agreements.
- Serve as a liaison to committees as assigned. Manage the activities of the committee within the committee charter and budgetary constraints.
- Build rapport and manage relationships with new and existing Affiliate members.
- Seek new business development opportunities and partnerships to generate and raise Affiliate advertising revenue to the association and build the Affiliate Membership base.
- Interact with members and the public using various communication vehicles.
- Attend member functions which may be held on nights or weekends.
- Demonstrate base-level Member Services knowledge and support the Member Services and Professional Development departments, as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Associate degree and/or 3-5 years of related experience.
- Knowledge of Microsoft Office Suite, Excel, and the ability to learn specialized software.
- Ability to communicate with clarity and organization through written and verbal forms, including public speaking to small and large groups.
- Ability to work in a hybrid work environment, from home and in-person.
- Ability to work after hours and weekends, as required.
- Ability to demonstrate each of the [ABoR Core Competencies](#).

Preferred Qualifications:

- N/A

Supervisory Responsibilities:

- N/A

Posting Notices:

- ABoR is an equal opportunity employer and will not discriminate on the basis of an individual's race, color, disability, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, marital status, veteran status, or any other personal characteristic protected by law.
- This position does not qualify for visa sponsorship.

ABoR Benefits:

Full-time ABoR employees enjoy a benefits package that includes:

- Health, vision, and dental coverage effective on the first day of the month after your start date
- Eligibility for 401(k) plan, HSA, and flexible spending accounts subject to plan terms.
- Eligibility for company-paid benefits such as life insurance, short- and long-term disability and long-term care, subject to applicable waiting periods.
- Company-paid holidays and two floater days.
- Paid sick and vacation time earned on an accrual basis.
- ADP Work-life Benefits Resources, including Employee Assistance Program (EAP).
- LinkedIn Learning subscription.