



Association Executive

General Description:

The Association Executive (AE) serves as the Chief Staff Executive for the Association. The AE develops, recommends, implements, and manages comprehensive Association policies and programs. Provides recommendations to the Board of Directors, committees, and work groups on courses of action to achieve the Association's purpose, goals, and policies. The AE oversees the administration of the association including but not limited to planning, finance, and day to day operations. The AE is solely responsible for all aspects of staff management.

The Association Executive reports to the Board of Directors through the President.

Duties and Responsibilities:

1. Leadership and Governance

- a. Reports directly to the President and through the President to the Board of Directors
- b. Serve as ex-officio, non-voting member of all committees, work groups and sub-committees of the Association
- c. Facilitate effective communication and decision-making among staff, the Board of Directors, committees, and members
- d. Serve as public spokesperson and representative of the association with community organizations, firms, local elected and civil leaders, and other constituents
- e. Ensure the execution of Association policies and programs by working with committees, work groups and members to identify and resolve problems or issues and reporting on progress to the Board of Directors

2. Operational Management

- a. Direct the day-to-day operations of the Association supervising staff and leading elected and volunteer members by fostering a team-oriented, innovative, effective, and efficient environment.
- b. Formulate and drive priorities to accomplish the goals and objectives of the Association
- c. Oversee and manage all Association buildings, equipment and assets maintaining maintenance and repair to ensure safe and efficient use and operation
- d. Develop and maintain effective communication with staff, the Board of Directors and membership. This includes, but is not limited to email, SMS or text messaging, electronic newsletters, and the use of approved social media platforms

- e. Develop and conduct, with the Education Committee, an education program to advance the professional, technical, and operational skills of the membership.
- f. Conduct real estate, and other, research necessary to the association and inform the leadership, membership and as appropriate elected officials and others.
- g. Maintain strong working relationship with Texas REALTORS® (TR), the National Association of REALTORS® (NAR), and others, such as Multiple Listing Services
- h. Maintain effective relationships with area civic clubs, governments, and organizations to promote and enhance the image and position of the Association and its membership
- i. Prepare and present all required reports to satisfy the Core Standards as mandated by NAR

3. Strategic Planning and Financial Oversight

- a. Propose strategic initiatives, plans, and policies to further the Association's objectives, recommending specific goals and objectives for successful implementation.
- b. Manage the finances of the association, including the preparation of an annual budget and long-range forecasts of needs along with the Treasurer
- c. Maintain fiscal health by overseeing the Association's reserves, ensuring investment policies are fully complied with, and balancing time between external representation and internal leadership.
- d. Ensure compliance with all regulatory requirements and adherence to commonly accepted business and professional ethics.

4. Human Resources

- a. Carry out supervisory responsibilities including interviewing, hiring, training, planning, assigning work, appraising performance, rewarding, and disciplining employees.
- b. Provide continuing education and training opportunities, consistent with the goals and objectives of the Association, for professional and personal development of staff
- c. Analyze internal workflows and organizational development, ensuring efficient communication and information flow throughout the organization.

Qualifications:

- Bachelor's degree from a four-year college or university or equivalent experience required; advanced degree or RCE designation is a plus.
- At least 5 years of relevant experience as an Association Executive, Chief Executive, or senior-level staff leader managing people or complex services, including trade associations or professional societies.
- Must reside in or be willing to relocate to Bell County, Coryell County or Lampasas County, Texas.

Competencies:

- **Influence and Relationship Building:** Earn the respect of the Board, membership, staff, business partners, and other constituencies.
- **Collaboration and Decisiveness:** Firmness in decision-making and ability to collaborate with the Executive Committee and Board.
- **Negotiating and Navigating:** Effective problem-solving and strategic business development and negotiating skills.
- **Strategy and Execution:** Strong intellect and capacity for strategy and vision, with a disciplined approach to prioritization and execution.
- **Change and Innovation:** Forward thinker who inspires a culture of change and innovation while respecting successful elements of current and previous priorities.
- **Integrity:** High standards for personal and professional behavior, demonstrating exceptional personal integrity and diplomacy.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit resumes or any questions to Jon Houser at jhouser@texasrealtors.com.