

Brownsville/SPI Board of REALTORS®

The Brownsville/SPI Board of REALTORS® is seeking an Executive Officer who will serve as an ambassador for association mission, goals, and values. Located in Brownsville, Texas, the association is seeking an individual who has advanced leadership and organizational skills to manage its organization of 294 members. With a growing membership, this organization is seeking a dynamic leader with demonstrated skills in management, strategic thinking, communication and relationship building. The ideal candidate will be comfortable using technology, possess financial acumen, and be experienced in public relations. This highly visible executive will work with an energized group of volunteers and staff. The successful candidate must demonstrate leadership and management abilities, strong problem solving skills, community involvement and knowledge of governmental issues affecting the real estate industry.

The Executive Officer is responsible for effective administration and management of the Brownsville/SPI Board of REALTORS®. The Executive Officer recommends and participates in formulating the BBOR mission, goals, objectives and related policies. Through management and leadership, the chief executive will be responsible for achieving cost-efficient and effective, performance; forward-focused programming and constructive growth of the association. The selected candidate shall have the particular duty to perform normal duties of a corporate secretary and to carry on all necessary correspondence with the National Association of REALTORS® and Texas Association of REALTORS®. Proficiency in QuickBooks is preferred. Travel to local, state and national meetings is required.

Governance of Association Structures and Organizational Operations

- Serves as an ex-officio, nonvoting member of the Board of Directors and ensures that the Board of Directors is fully informed of the condition and operation of Association and all important factors influencing them.
- Executes policies and procedures to implement organizational vision as directed by the Board.
- Develops and implements programs and events that are in line with the strategic vision of the organization.
- In keeping with Bylaws, Rules and Regulations, Office Policy Manual and Financial Policies, the Association Executive is responsible for general office procedures. The AE is responsible for the correct records and minutes of all meetings and activities of the Association and the Board of

Directors. All meetings of the Executive Committee, Board of Directors and Committees are under the direction of the AE.

- All necessary correspondence with the National and State Associations is the responsibility of the AE.

Financial Resources

- Works with the Finance Committee to develop annual comprehensive budgets based on strategic outcomes and to provide overall financial viability and presents to the Board of Directors for approval.
- AE is responsible for preparing the Annual Budget to provide to the Budget Committee and Board of Directors for approval.
- All financial responsibilities are under the direction of the AE. This includes accounts payable and accounts receivable, coordinating Annual Financial Review, payroll preparation, Financial Statements, and all other financial activities. Annual dues submission and new membership fees are submitted to NAR and TAR by the AE.
- Ensures strong financial position and revenue sources to operate the organizations at optimum and future levels with suitable funding available to act quickly on opportunities, threats, and new initiatives.
- Works with the CPA and independent auditors to assure proper and timely preparation of financial reports and tax filings.
- Ensures that all funds, physical assets, and other organizational property are appropriately safeguarded and administered; operates within the approved budget.
- Collects dues and subscription fees and terminates delinquent accounts.
- Is active in the development of activities to generate non-dues revenue in conjunction with Committees.

Member & Customer Services

- Ensures that policies, programs and activities are properly communicated to the members through mailings, newsletters, online communication, meetings and events.
- Works with the Board of Directors, communications staff and the media to promote the BBOR.

- Develops, offers, and promotes access to required and optional education programs based on analysis of current needs and future trends.

Internal and External Relations & Relationships

- Establishes positive working environment of mutual respect with the following: Leadership of the local or state association, Executive officers and elected secretaries of other associations, Association counsel, appropriate local government officials, Association staff, Leadership of subordinate or allied groups and organizations.
- Serves as a visionary leader of the organizations by delegating day-to-day operations to other staff and serving as liaison between staff and volunteer leadership. Develops and maintains an environment in which staff take initiative and are able to make management decisions.
- Works with leadership to recruit, develop and nurture volunteer leaders according to a comprehensive leadership development plan; maintains an organizational culture that builds strong partnerships between staff and volunteers.
- Attends all meetings of the board of directors and executive committee for both organizations. Works with a CPA firm and an attorney to support association operations and network with counterparts in other REALTOR® associations and RGVMLS.
- Forges effective and synergistic relationships, along with volunteer leaders, with local government leaders and legislators; service providers, vendors, consultants, contractors; influential and market-share members/industry leaders, allied real estate groups who view the Executive Officer and staff, and the organizations as resources and industry leaders; media and community groups; allied real estate organizations and culturally diverse groups, with an eye on building and leading political and business coalitions; other advocacy groups.
- Ensures a high level of political-action and governmental affairs activities, including skills in special fundraising efforts, member mobilization efforts and candidate development.
- Positions the association as a recognized leader in governmental advocacy in the local community and in partnership with the state and/or national associations.
- Executes all decisions of the boards of directors except when directors specifically make other assignments.
- Develops specific administrative policies, procedures, and programs to implement the general policies of the boards of directors.

- Plans, directs and coordinates all approved staff programs, projects, and major activities.
- Recruits, hires, trains all organizational personnel including responsibility for promotions, and terminations and defines staff duties, establishes performance standards, conducts performance reviews, and maintains competitive salary structure.
- Provides the necessary liaison and staff support to committee chairmen to enable committees to properly perform their functions, ensures that committee decisions and recommendations are submitted to the board of directors for approval.
- Executes contracts and commitments as authorized by the boards of directors or within established policies.
- Plans, coordinates, and conducts public relations programs to enhance public acceptance of the industry.
- Conducts research and related projects on subjects deemed of importance to the membership and prepares and publishes the results.
- Maintains official minutes of the boards of directors and other official association meetings.
- Provides security for all files, legal and historical documents, and membership and mailing lists.
- Responsible for coordinating Committee meetings, their activities and offerings throughout the year.
- Responsible for preparation of all marketing and advertising of the Association.
- Annual preparation and submission of NAR Core Standards.
- Coordinates voting practices and procedures with Election Committee.
- Facility maintenance and cleaning, along with equipment operation, is under the direction of the AE.
- AE attendance at local, regional, state & national functions and business meetings as required.

Performance Standards & Competencies

Performance standards for this position are attained when the following are completed:

- Governmental affairs activities on behalf of the association are as effective as or more successful than usual.
- Programs of the association are well managed through planning, organization, coordination, and control.
- The office is efficiently and effectively organized for the maximum benefit of the association.

- Staff members are cross-trained for the maximum benefit of the association.
- Communications of the association's purpose, programs, and activities penetrate to the target or level of members planned as measured by survey results.
- Develops and executes comprehensive communication and marketing plans and programs.

All other actions and functions as directed by the Board of Directors.