

**EXECUTIVE DIRECTOR
SOUTHSIDE VIRGINIA ASSOCIATION OF REALTORS®**

REPORTS TO: SVAR Board of Directors and OMG Senior Vice President

CLASSIFICATION: Exempt

FUNCTION: Serve as the chief executive officer for SVAR, accountable to both the SVAR board of directors and to OMG for the effective conduct of the association's affairs. The Executive Director is responsible for successful implementation and execution of association programs, products, and services. The Executive Director recommends and participates in board formulation of association mission, strategic plan, objectives, and related policies. As an employee of OMG, the Executive Director must maintain open communications and cooperation with all team members.

DUTIES AND RESPONSIBILITIES:

1. Maintain productive and harmonious relationships with SVAR leaders and members.
2. Achieve the goals of SVAR, implementing the Association's Strategic Plan.
3. Develop and implement membership outreach programs.
4. Assist in the public relations, governmental affairs, and communications activities of SVAR.
5. Ensure that services rendered by OMG fall within the Management Agreement.
6. Assist the OMG Senior Vice President and President in regular evaluations by SVAR, also reviewing the scope of work and Management Agreement.
7. Supervise office operations and assigned staff, manage their activities and hours, and be accountable for their results. Coordinate with team members from all OMG departments.
8. Assist in recruiting, training, and evaluating staff.
9. Participate in developing budgets and work with association leaders and staff to ensure that budget expectations are met.
10. Develop annual and project schedules and work with the staff team to ensure timely delivery.
11. Utilize all opportunities and tools to alert association members of programs, products, and services.
12. Ensure that all corporate documents, regulatory filings, insurances, and association credentials are accurate, submitted timely, and in compliance.
13. Provide periodic reports and recommendations to OMG Senior Vice President and President.
14. Other duties as assigned.

SKILLS AND QUALIFICATIONS: Association management experience required. Candidate must have held executive responsibilities and be able to show success in leadership roles. Candidate must demonstrate abilities in volunteer management, developing and adhering to budgets, strong organization skills, strong written and verbal communications, attention to detail, and the ability to work under pressure while dealing with simultaneous projects. Candidate must demonstrate successful implementation of membership events, and education programs. Personality must be professional, approachable, friendly, positive, and service-oriented. Candidate must have a take-charge attitude, while maintaining good judgment, tact, and initiative. Candidate must be able to work independently, while still being a team player. Flexibility for early and late work hours, as well as out-of-town travel, is required. Job location is Colonial Heights, Virginia.

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Typical Responsibilities

IN OFFICE

- Support SVAR Board of Directors
- Support SVAR Committees
- Implement membership meetings and events
- Manage general operations of the Colonial Heights offices
- Lead membership recruiting and retention efforts
- Operate the REALTOR® Store
- Raise RPAC funds
- Write relevant communications & publications
- Assist with public policy & media relations
- Conduct member outreach activities
- Improve education through the real estate school
- Manage local cash receipts, accounts receivables, and accounts payables, working closely with the OMG accounting team
- Manage the member database
- Manage SVAR building operations, maintenance, and repairs as needed
- Coordinate Sponsorship and Partnership programs
- Administer Professional Standards

OUT OF OFFICE

- Build relationships with allied groups, local REALTOR® Associations, and community institutions as prioritized in the Strategic Plan
- Coordinate with the MLS representative that works in the building
- Implement off-site membership meetings and events
- Attend VAR and NAR meetings as budgeted
- Participate in OMG staff meetings and training