

Location: Meridian, MS

Title: Association Executive, East Mississippi Realtors®

Summary: East Mississippi Realtors® (EMR) is seeking a full-time Association Executive (AE) to collaborate with the Board of Directors in identifying, creating, and implementing strategic plans for an association of 100+ Realtor® members. This individual will work approximately 35-40 hours per week across several business areas, including policy compliance, membership services, communications, and advocacy.

Responsibilities & Duties: The AE reports to the Board of Directors and is responsible for managing EMR. Day-to-day responsibilities vary throughout the year and may include:

- Policy: Apply national and state association policy to the local Board, research and draft local policy, establish administrative office policies and procedures.
- Membership: Supervise membership development and membership services.
- Education: Provide the membership with educational opportunities for the benefit of the membership; assure members serving in professional standards roles are trained to national standards.
- Financial: Manage the finances of the Board and special entities as required; coordinate with the Finance Committee and the Board of Directors to prepare an annual budget; Forecast financial needs; Maintain proper collection and allocation of membership dues and fees.
- Communication: Research and deliver legal, regulatory, and business information to members. Maintain the EMR website and social media accounts.
- Advocacy: Maintain positive relationships with community associations, other Realtor® associations, and city and county leaders and associations; political action committee fundraising and administration.
- Meeting Duties: Plan, coordinate, and attend Board, Committee, and membership meetings; Attend National and State conferences at the discretion of the Board of Directors; Provide support to enable committees and members to perform meeting functions properly; Provide administrative functions for the Board of Directors, including meeting minutes and maintaining secure file systems for documents and data; attend state meetings and conferences as directed by the Board of Directors.
- Multiple Listing Service: Oversee the local board functions for East Mississippi Realtors MLS, including attendance of the meetings.
- Miscellaneous: Facilitate all applicable National Association of Realtors® procedures to EMR.
- Management: Establishing a sound organizational structure for the office. Planning the general administration of the entire Association operation. Engage in recruitment and hiring of additional staff as directed by the EMR Board of Directors. Orientating, training, and supervising other staff.

Qualifications & Skills: The ideal candidate will possess management and fiduciary experience commensurate with executive level management. We encourage applicants of all educational backgrounds to apply. Previous Association experience is an asset but not required for this position. The AE may not have an active real estate license.

Preferred Skill Requirements:

- Understanding of finance-related performance standards with some accounting proficiency and knowledge of accounting software (Quickbooks);
- Organization and leadership skills;
- Self-starter with initiative and ability to anticipate the needs of others;
- Office Skills - MS Word, Excel, calendaring, virtual meeting software, mass email proficiency;
- Managing vendors;

- Financial recordkeeping including balancing accounts and compliance with legal and regulatory standards;
- Strategic thinking and analytical skills;
- Ability to multitask and manage several projects;
- Experience working with an association, board, or other volunteer leaders;
- Adaptability and a willingness to work until the job is completed;
- Excellent written and verbal communication skills.

Salary Range: \$44,000.00 - \$56,000

Job Type: Full-time

Benefits:

- Paid Vacation
- Paid sick leave
- Paid Holiday's

Please email resume to:

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