

**Job Description for Fort Collins Board of REALTORS® Director of Education and Networking**

**FLSA Classification**
Nonexempt

**Employment Status**
Regular, full-time

**Work Hours**
40 hours/week – typically 8am – 5pm Monday – Friday, but some events and projects will necessitate working earlier, later, and some weekends.

**Reports to**
Chief Executive Officer (CEO)

**Revision Date**
November 20, 2017

**Summary**

The Director of Education and Networking is a key part of the Fort Collins Board of REALTORS® team because they provide valuable resources to members through continued education, events, and networking opportunities with the FCBR office. The Director of Education and Networking plans and coordinates programs and provides communication to members regarding programming so that they can take full advantage of their membership. This position also works closely in an administrative support capacity with the Chief Executive Officer.

**Essential Functions**Accommodations may be made if deemed reasonable to accommodate individuals with disabilities to perform the essential functions.

* **Membership Services**
	1. Assist office staff as needed with phones, message, office visitors, and Sentrilock services
* **Office/Administrative Duties**
	1. Provides coordination and oversight for membership dues and reporting
	2. Provides accounting oversight with accounts receivable, accounts payable, reports, and various account management
	3. Coordinates and oversees databases
	4. Assists office staff as necessary
* **Communications & Networking**
	1. Plans, coordinates, and oversees website, email, social media, app, promotional materials, attendance, and other marketing and communication streams as necessary
	2. Manages annual planning for signature events including Golf, and Bowl-A-Thon, Realtor Summit, and The Foundation.
	3. Coordinates event details including but not limited to speakers, sponsors, venues, budges, printers, communication and promotions
	4. Oversees Affiliate Advisory Council (AAC)
	5. Oversees Young Professionals Network (YPN)
	6. Oversees the Future of Housing
	7. Supports Realtor Political Action Committee (RPAC)
	8. Reports monthly department statuses
	9. Check-ins and Set-up as needed
* **Membership**
	1. Plans, coordinates, and oversees events and classes
	2. Collects payments and provides notices
	3. Coordinates events and solicits sponsors
	4. Manages fundraising events
* **New Member Services**
	1. Trains and assists office staff as needed
	2. Assist in providing communication to new Realtor members
* **Education & Professionalism Services**
	1. Plans, creates, and promotes education events including various monthly offerings, Orientation and Ethics, and Contracts
	2. Coordinate and Execute Continued Education Programming
	3. Coordinate New Member Compliance

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Knowledge, Skills and Abilities Required**

* Ability to follow routine instructions in both verbal and written formats.
* Collaborative with a variety of individuals in various settings
* Self-guiding and directing
* High Ethical Standards
* Experience using Microsoft Office programs
* Proficient in various social media platforms
* Ability to manage multiple projects simultaneously.

**Conditions of Employment**

* Possession of a valid, current driver's license and means of transporting items on occasion.

**Working Conditions**

While performing this job, the Membership Relations Expert is regularly required to talk or hear. This is primarily a sedentary role; however, it includes some physical demands:

* Ability to sit or stand and work at a computer
* Ability to stoop, kneel, reach, and bend at the waist
* Ability to perform general office administrative activities; copying, filing, and using the telephone
* Ability to occasionally lift up to 30 pounds
* Ability to move tables/chairs/objects to set up and prepare for events

**EEO Statement**The Fort Collins Board of REALTORS® provides equal opportunities to all applicants for employment without regard to race, color, religion, creed, sex, national origin, ancestry, age, status as an officer or enlisted members of the military forces, veteran status, disability, genetic information, sexual orientation, transgender status, marriage to a co-worker, or any other protected characteristic applicable under federal, state, and local laws.

**Additional Duties**Please note that this job description is a comprehensive list of activities, duties and responsibilities that are required of the Director of Education and Networkign for this job. Duties, responsibilities and activities may change at any time with or without notice with direction from the Chief Executive Officer.

This job description has been approved by all levels of management:

CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_