

<b>Job title</b>	<i>Education Director</i>
<b>Reports to</b>	<i>Chief Operating Officer</i>

### **Job purpose**

The Education Director plans, organizes and directs the Greater Tampa REALTORS® Professional Development Department. This position arranges educational offerings, including but not limited to, seminars, workshops, and instructor development. This individual also works with the state, national, and other local REALTOR® Associations to provide a wide range of educational opportunities and designation courses.

### **Duties and responsibilities**

- Coordinates with the Program Review Taskforce to select and schedule classes that best fit the members' needs
- Negotiates contracts with outside instructors and speakers for professional designation courses and other educational offerings and continually monitors their effectiveness
- Arranges contracts with the Florida REALTORS® and the National Association's Institutes, Societies and Councils for designation courses and other professional development opportunities
- Manages contractual agreements with instructors/speakers as related to educational offerings
- Works with the Communications Department for the marketing of educational offerings
- Creates reports, evaluations, etc. to present to the Professional Development Committee for evaluation of all classes
- Knows the state industry's emerging trends and legal developments so the Association will provide up-to-date programs
- Travels to industry conferences and seminars as directed
- Assesses availability of scholarships and/or grants offered by state and county educational institutions
- Oversees assigned committees by working with the Chairs to schedule meetings and prepare agendas, provide meeting notice to members, take minutes, follow up on assignments, etc.
- Serves as liaison to the Professional Development, REALTOR®/Attorney, Housing Opportunities and Property Manager Committees/Task Forces
- Works in conjunction with the CFO in the preparation of the annual budget for all Income Statement line items that fall directly under your responsibility and reconcile variances of actual vs budget dollars for these line items throughout the year
- Delivers to the CFO as per deadline, all monthly credit card receipts for charges you have incurred that month
- Performs all other duties as assigned by supervisor or Chief Executive Officer

### **Qualifications**

- 4-year BA or commensurate experience
- 3 years Association experience preferred
- Completion of Advanced Association Management Course within 90 days
- High level of customer service
- Event planning experience is a plus
- Meet deadlines with extreme attention to detail
- Ability to manage priorities and workflow
- Extensive experience with Microsoft Office Suite
- Versatility, flexibility, and a willingness to work in a constantly changing environment with enthusiasm and positive attitude
- Professional appearance and demeanor
- Ability to effectively communicate with people at all levels and from various backgrounds

### **Working conditions**

This is an exempt position which requires flexible hours and frequent evening hours with travel

### **Physical requirements**

- Frequently required to walk, sit and stand for up to 4 hours
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 40 pounds
- Occasional exposure to outside weather conditions

### **Direct reports**

Education Coordinator.

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	