

Corporate Management Advisors, Inc.

Job Description for Fort Collins Board of Realtors

Chief Executive Officer



FLSA Classification: Exempt

Reports to: Board of Directors

Summary/Objective

The Chief Executive Officer's role is strategic and operational; providing leadership and direction for the Fort Collins Board of REALTORS® (the "Association") by working with the Association's Board of Directors. The Chief Executive Officer is responsible for effectively leading and managing the Association in setting and achieving goals and objectives in accordance with the by-laws and policies established by the Board of Directors.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strategic Leadership

- Models and fosters in others forward thinking, risk-taking, innovation, leadership and change management.
- Recommends and participates in short and long-term strategic planning with the Board of Directors developing programs to address business challenges
- Provides leadership and management with the Board of Directors to develop and communicate the mission and values of the Association to staff, members, and the community and ensure those items are put into place.
- Translates the Association's mission into realistic goals and objectives for the staff. Ensures that goals and objectives are attained, and members' needs are met.
- Attends and represents the Association, develops and maintains strategic and working relationships with CAR, NAR, and other local, state, and national Boards or Associations at meetings and conventions and reports learning and summaries to the Board of Directors and membership as appropriate.
- Serves on state and national committees as elected or appointed.

Membership

- Spearheads the development, communication and implementation of effective membership growth and retention strategies and processes. Evaluates results and implements action to achieve membership goals.
- Develops means and regularly communicates benefits of Association membership to current and prospective members.
- Oversees all communications to members. Drafts newsletter articles including research and reports on topics of interest to members.
- Promotes active participation of members in Association activities and programs.
- Ensures accurate membership reporting and publishes membership rosters.
- Responds and resolves member inquires and issues in a timely fashion.
- Collects dues and maintains membership status of members.
- Plans, promotes, and oversees the annual membership meeting and all official Association meetings.

Program Management

- Oversees all Association programs and projects and is responsible for their success and growth.
- Works with the Board of Directors to develop appropriate policies to ensure effective implementation of programs providing support as needed.
- Recommends new programs and discontinuance of current programs to the Board of Directors as appropriate.

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Fiscal Management

- Ensures an accurate accounting system is in place and maintained using established accounting principles. Operates within approved budget.
- Understands the current and future financial resources needed to meet the Association's strategic plan, goals and objectives.
- Works with the Board of Directors to develop and lead fundraising programs and lead generating.
- Collects membership dues and accurately remits dues to CAR and NAR.
- Implements risk management and ensures that all funds, physical assets, and other Association property are safeguarded and appropriately insured.
- Prepares financial reports for the Board of Directors monthly and submits an annual operating & capital budget for review, revision, and approval.

Operations Management

- Fosters a success-oriented accountable office for the Association.
- Plans, develops, organizes, implements, directs and evaluations the operations of the Association including developing an appropriate business structure.
- Ensures appropriate systems and technology are in place for the day-to-day operations.
- Maintains working knowledge of the Association's by-laws, policies, and procedures.
- Develops and implements communication, policies and procedures for effective management of the office.
- Manages Association employees including recruiting, hiring and developing, planning, assigning, and directing work, performance management, and addressing complaints and resolving personnel concerns.
- Ensures that employees understand and adhere to the Association's mission, goals, objectives, policies and procedures.
- Ensures compliance with all legal and regulatory requirements that apply to the Association, hiring legal counsel if appropriate.
- Ensures integrity and security of Association's files, legal and historical documents, and membership lists.

Partnership with Board of Directors

- Works collaboratively and establishing communication processes with the Chair and Board of Directors
- Attends all Board of Directors meetings unless otherwise directed.
- Ensures that the Board of Directors is fully informed on Association business.
- Executes decision, contracts, and commitments assigned by Board of Directors.
- Assists the Board of Directors and Chair in selection of committee leadership and membership recruitment.

Public Relations

- Cultivates and maintains a positive and professional reputation in the community.
- Represents the Association with public and private organizations to enhance the relationships of the Association.
- Develops and maintains positive relationships and acts as liaison with media, elected officials, the Colorado Real Estate Commission, and local business associations.
- Oversees all press releases and communications to the media and community.

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Knowledge, Skills, and Abilities

- Strategic Thinking.
- Business Acumen.
- Leadership.
- Results Driven.
- Financial Management.
- Problem Solving/Analysis.
- Collaboration Skills.
- Public Relations Experience
- High Ethical Standards.
- Team Management.

Supervisory Responsibility

This position manages exempt and non-exempt Association employees. This position's responsibilities include: interviewing, hiring and training employees; planning, assigning and directing work; performance management; addressing and potentially investigating employee grievances and solving problems. Hires and works with legal counsel on business and employment issues as appropriate.

Work Environment and Physical Demands

While performing the duties of this job, the Chief Executive Officer is regularly required to talk or hear. This is largely a sedentary role; however, it includes some physical demands:

- Ability to sit or stand and work at a computer
- Ability to stoop, kneel, bend at the waist and reach
- Ability to perform general office administrative activities; copying, filing, and using the telephone
- Ability to occasionally lift up to 25 pounds

Position Type and Expected Hours of Work

This is a full-time, exempt position. The Association's typical days and hours of operation are Monday through Friday, 8 a.m. to 5 p.m., but work for this position includes frequent long hours and weekend work.

Travel

This position requires up to 15% travel. Travel is frequently outside the local area and overnight. Travel is by conventional means including motor vehicle, aircraft and the like within the region and to other US locations.

Required Education and Experience

- Bachelor's degree or equivalent
- 5 plus years in management/leadership roles

Preferred Education and Experience

- CAE or RCE preferred

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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.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice with direction from the Board of Directors.

CORPORATE MANAGEMENT ADVISORS

DELIVERING DYNAMIC LEADERS

CMA was established in 1984 as an executive search firm specializing in the Real Estate market from Brokerages to Associations and Multiple Listing Services. Our executive staff has placed more than 7,600 executives, building a reputation for quality service and responsiveness that makes us one of the real estate services industry's most valued resources.

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