**Association Executive**

North Central Washington Association of REALTORS®

610 N Mission St, Ste 208

Wenatchee, WA 98801

**Job details**

Salary: $50,000 - $70,000 a year DOE

Job Type: Full-time

**Qualifications**

* Associate Degree (Preferred) and/or equivalent experience
* Proven leadership experience and a willingness to embrace change.
* Strong interpersonal communication skills.
* Experience working in and leading a team in a dynamic office environment.
* Proficiency with products within the Microsoft Office Suite (Word, Excel, Outlook).
* A working knowledge of QuickBooks and financial reporting.
* Familiar and comfortable with social media platforms, email marketing software, text marketing and communication platforms. Minimum 2-year college degree and/or equivalent experience.

**Full Job Description**

**Association Executive**

NCW Association of REALTORS®, a 501(c)6 Washington state non-profit organization, is currently seeking an experienced, professional Association Executive to implement the overall mission and policies of the Association.

This is a full-time position reporting to the Board of Directors.

Responsibilities include:

* Governance of Association structure;
* Policy compliance with state and national Associations;
* Organizational operations;
* Strategic & Budget planning
* Financial management;
* Personnel management;
* Internal & external relations;
* Member services including oversight and management of an MLS system;
* Oversee events, meetings, etc.
* Public speaking
* Board and membership communication