***The Association***

The Southeast Minnesota Association of REALTORS® (SEMR) has served as the “Voice of Real Estate” in the southeast region of Minnesota for more than 60 years, issuing statistical analysis of market conditions, offering legislative support to its members and the industry at large and serving as the premier resource for all things real estate in eleven counties in southeast Minnesota. By promoting the highest standards of Professionalism, Ethics, Education, and Technology, SEMR ensures that the REALTOR® members are the primary source for real estate services, including commercial, residential and Multiple Listing Service (SEMRMLS) management, in southeast Minnesota.

***The Position***

***Location:***

The Chief Executive Officer position is located in SEMR’s offices at 3400 E River Rd NE, Rochester, Minnesota.

***Reporting Relationships:***

The CEO reports to the Board President and to the 17 member Board of Directors. The CEO will supervise the 4 member staff, with direct supervision of the MLS Director, Community and Political Affairs Director, Bookkeeper, Staff Executive (Owatonna) and Member Services Coordinator. The CEO is an ex-officio, non-voting, member of the executive committee, the Board of Directors and the MLS Board of Directors.

***Position Charter:***

The CEO is the top executive and administrative officer of SEMR and is responsible for all administrative and management functions and for executing the mission of the organization. Reporting to the Board of Directors, the CEO’s primary responsibilities include planning, directing and controlling all activities of the organization in order to achieve the stated goals and objectives of the strategic and operating plans and meet NAR’s Core Standards. The CEO is expected to communicate and implement all policies and provide leadership and direction that creates a high level of enthusiasm, expectancy and momentum among the membership, staff and the REALTOR® members in the multi-county region.

***Major Duties and Responsibilities include:***

**Program of Work, Strategic and Annual Planning:**Works with the Board and staff to develop and annually update the SEMR’s Strategic Plan that provides direction for the long-term activities of the organization and for the long-term allocation of resources; Attends all meetings of the Board of Directors and executive committee; Maintains official minutes of the Board of Directors and other official meetings; Ensures that the Board of Directors, Executive Committee, and Officers are fully informed of conditions and of all important factors influencing them; Plans, formulates, and recommends for the approval of the Board of Directors basic policies and programs that will further objectives; Executes all decisions of the Board of Directors except when Directors specifically make other assignments; Develops specific administrative policies, procedures, and programs to implement the general policies of the Board of Directors.

**Operations and Policy:**Monitors SEMR’s organizational structure and culture to ensure that it is effectively geared to function with optimum efficiency; Recommends to the Board changes in structure, policy and procedure as needed; Monitors and oversees technology plans and upgrades with the use of outside resources and vendors; Develops and oversees a comprehensive crisis communications and management plan, which includes internal and external media and community outreach components.

**Budgets and Financial Management*:***Develops the budget and relates budget to program goals, and maintains responsibility for all expenditures within the framework of the budget; Presents financial statements to the Executive Committee and Board, ensures that financial records are audited every other year and seeks maximum staff efficiency in all financial procedures; Fulfills the SEMR’s fiduciary responsibilities and contract obligations with other partners; Ensures that all funds, physical assets, and other property are appropriately safeguarded and administered and operate within the approved budget; Exercises control of budget and all arrangements to meet financial objectives; Executes contracts and commitments as authorized by the Board of Directors or within established policies; Provides security for all files, legal and historical documents, and membership and mailing lists.

**Staff Leadership:**Responsible for employment, assignment of duties, supervision, evaluation, training and leadership of all staff; Fosters daily work environment that values teamwork and ensures the highest levels of customer service; Plans the general administration of the entire operation; Encourages staff to pursue ongoing education and development opportunities for continued professional development; Directs and coordinates all approved staff programs, projects, and major activities; Recruits, hires, trains all personnel including responsibility for promotions, and terminations; Defines staff duties, establishes performance standards, conducts performance reviews, and maintains competitive salary structure; Provides the necessary liaison and staff support to committee chairs to enable committees to properly perform their functions, and ensures that committee decisions and recommendations are submitted to the Board of Directors for approval.

**Membership:**Oversees activities related to ensuring membership satisfaction and retention and that dues and non-dues revenue streams enhance and support SEMR’s work and further defines the relevance and value of the organization; Maintains outstanding and on-going communication with members through on-site visits, publications and emails; Promotes interest and active participation in activities to and reports activities through the communications media; Plans and executes all communications to membership, including newsletters, general mailings, news releases, and so forth. Plans, organizes and directs membership promotion and retention programs, and evaluates results and recommends policies, procedures, and actions to achieve membership goals; Plans and coordinates all membership meetings; Collects dues and terminates delinquent memberships; Conducts research and related projects on subjects deemed of importance to the membership and prepares and publishes the results.

**Resource Development:** Serves as SEMR’s chief fundraiser in coordination with other key staff and volunteers. In addition, this executive will play an important leadership role of varied funding activities for RPAC, its political action committee for community service initiatives.

**Affiliate Members:** Effectively recruit, motivate and inspire Affiliate members to support and enhance the programs and services.

**Education:** Develops education programs to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives that the Board of Directors approves; Develops educational programs that are forward-looking and add to the needed expertise of the member in various fields.

**Advocacy and Communication:** Develop meaningful relationships and communication with elected officials to provide information and advocacy on behalf of SEMR’s members and mission; Along with the President, act as the chief spokesperson for the SEMR and communicate the organization’s position on issues as they relate to the real estate market.

**Relationships:** Responsible for ongoing interaction and liaison with a wide constituency including:

***Board of Directors:***Earn and maintain the respect and confidence of the Board. Responsible for preparing meeting agendas, maintaining Board minutes and records, carrying out plans and programs of the Board in accordance with established policies, serving as representative of the Board for all contacts with the staff, initiating programs for consideration by the Board, and advising the Board on all matters under consideration.

***Members:***Responsible for motivating members to personally and financially support an aggressive program, analyzing and interpreting the needs of members and recommending revisions in the program of work to improve service and assistance to make membership more valuable.

***Government Officials:***Maintain strong communication and relationship with appropriate elected and appointed officials and their staffs within southeast Minnesota area, along with state and federal levels. Play a key role in advocacy on behalf of the membership and in line with SEMR’s objectives. Represents SEMR in any and all local government matters affecting the real estate industry.

***Community:*** CEO takes a leadership role in local and regional issues, projects or community organizations to assure presence and involvement of SEMR to accomplish its mission; also establishes positive working communications of mutual respect with executive officers and elected officials of other associations and subordinate or allied groups and organizations.

***Partner Relationships:*** Work to maintain and/or initiate effective working relationships with aligned organizations such as the Homebuilders Association and the Chambers of Commerce along with other organizations on a regional basis. Maintain effective relationships with other organizations, both public and private, to ensure that SEMR and membership positions are enhanced in accordance with the policies and objectives of the organization.

***Programs and Services:*** Responsible for ongoing evaluation of all programs and services, with equal focus on quality, emphasizing value to members and the community at large, along with sound fiscal benefit to the for businesses of all size. Serves on state and national committees as appointed.

**Spokesperson:** In conjunction with SEMR’s President, serves as a principal spokesperson for SEMR in all venues, with a goal to enhance the overall brand of the organization; Communicates the members’ position on key issues and is inclusive of member companies of all sizes in doing so; Acts as SEMR’s spokesperson when assigned or when officers are unavailable; Develops and maintains good working relationships with the local and regional print and electronic media; Plans, coordinates, and conducts public relations programs to enhance public acceptance of the industry; Serves as supervising editor of the official publications.

**Other Duties:** Carries out other general responsibilities as officers and Board of Directors may specify.