

The Lufkin Association of REALTORS® is seeking an Association Executive with strong ethics and management skills. Lufkin is located in the beautiful Texas forest country in east Texas and is the county seat for Angelina County. The Association membership has approximately 170 members.

Apply: Send resume and salary requirements to AEjobs@TexasRealtors.com with subject: Lufkin AE Position. Resume deadline: January 15, 2018.

The Association executive shall serve as the Chief Executive Officer, responsible to the Board of Director for the effective conduct of the affairs of the association. The AE shall recommend and participate in formulation of the association's mission, goals, objectives and related policies. Within that framework, the AE plans, coordinates and directs the staff, programs and activities of the association. The AE also serves as staff liaison to all committees and provides liaison between committees and board of directors.

The AE shall:

1. Establish the organizational structure for the association office and the related staffing structure, if applicable;
2. Develops and supervises an effective program of membership development and membership services within the limits and facilities of the budget and staff;
3. Develops and maintains publications that are responsible to the needs of the membership as needed;
4. Develops and conducts an education program, in cooperation with the membership to advance the professional, technical and managerial skills of the membership;
5. Conducts research necessary to the association and informs the membership, elected officials and others as appropriate;
6. Maintains effective internal and external public relations;
7. Serve as spokesperson for the association in conjunction with the President;
8. Manage the finances of the association, including the preparation of an annual budget with the Association CPA;
9. Ensure the legal integrity of the association;
10. Plans and coordinates meetings of the board of directors and the elected officials of the association, as well as general membership meetings;
11. Monitors and assists committees of the association and the elected officers;
12. Maintains a strong working relationship with other local associations and the state and national associations and participates in activities and programs offered by state and national associations, within the limits of the association's budget;
13. Always remember they are there to serve the needs of the membership in an equitable manner and are not to be considered as personal staff.

Qualifications:

1. Good working knowledge of budgets and financial documentation;
2. Extensive real estate knowledge or real estate background;
3. Dedicated to the ideas, organization and goals of the Association;

4. Capable of working under pressure;
5. Strong moral character with excellent leadership and motivational skills;
6. Good communicator;
7. College degree preferred;
8. Possess technology and computer skills as well as basic understanding of internet display, traffic and marketing.

Daily tasks:

Answer phone-answer questions that arise from varying topics such as MLS issues, Supra problems which may involve generating new authorization code-run interference for such problems.

Enter out of area listings and update them to sold status.

Accept payments for various activities being held within the association.

Billing of various activities, luncheons, dues, etc.

Bank deposits

Lockbox inventory

Process new offices, agents and MLS only members joining for the first time.

AP/AR