

Plumas Association of REALTORS®
Job Description – Association Executive
Status: Salaried, Exempt

Position Description

The Association Executive (AE) is responsible to the Board of Directors for the effective administration of the Plumas Association of REALTORS® and the Plumas Multiple Listing Service that is operated as a committee of Association. The AE recommends and participates in formulating and carrying out the organization's strategic plan, program and activities, policies and procedures, and the Core Standards requirements of the National Association of REALTORS®. The AE works closely with members to provide help and information important to members' daily business. The AE also works closely with volunteer elected leadership and vendors on management of organization.

ADMINISTRATIVE DUTIES

1. Executes all decisions of Board of Directors and ensures that it is kept fully informed on the conditions and operations of the Association.
2. Sets up, prepares agenda packets, attends and takes minutes of all meetings of the Board of Directors and committees of the Association.
3. Formulates and recommends revisions to Board and MLS policies and MLS rules and regulations.
4. Maintains and negotiates contracts and has frequent contact with all outside vendors.
5. Processes ongoing association membership changes, and MLS subscription changes. Utilizes 8 databases (Basys (credit card processing system) NAR E-Commerce, NAR M1, Constant Contact, Paragon, Sentrilock, Forewarn, Wordpress) to maintain accurate counts, record-keeping, and revenue generation.
6. Arranges travel and expenses for traveling directors and AE for four annual meetings.
7. Administers grant and donations programs.
8. Develops and implements new administrative procedures to increase productivity and efficiency, and updates forms/documents as needed to stay current.
9. Is responsible for the awareness of laws and potential legal liabilities of the Association and coordinates contact with the Association's legal counsel.
10. Is responsible for ensuring the Association is in compliance with all policies, bylaws, rules and mandates, including completion and approval of the annual Core Standards Compliance form.

FINANCIAL DUTIES

1. Responsible for creation of annual budget along with the Association's budget committee. Ensures that sufficient financial resources are maintained.
2. Is responsible for the annual dues billing and collection via NAR e-commerce system.
3. Collects all new MLS subscriber payments and reports drops/adds to bookkeeper.
4. Is responsible for all data entry, changes, annual MLS charges and tracking down failed payments to the Basys online payment processing system.
5. Is responsible for tracking down delinquent MLS accounts, and suspension of services.
6. Monitors monthly financials along with treasurer and bookkeeper and delivers to the budget committee and board.
7. Works with auditor to produce yearly financial review.

8. Receives all bills and is responsible for working with bookkeeper to make all payments to vendors and service providers, scholarship and grant recipients and donations.
9. Carries out annual Broker Challenge and raffles at membership meetings for scholarship program donations.
10. Responsible for meeting C.A.R.'s 100% Broker Compliance for proper collection of dues.

MULTIPLE LISTING SERVICE/ TECHNOLOGY

1. Is responsible for the functioning and execution of the multiple listing services and works with MLS committee and Paragon representative to add new fields, statuses, and features as needed.
2. Monitors MLS correction notices with MLS chairperson and works with the MLS committee to assure compliance of MLS rules and regulations.
3. Approves Web API data feed requests through Trestle.
4. Assists in troubleshooting requests from members in Paragon and third-party vendors through Trestle.
5. Manages Sentrilock lockbox sales, recycling and distribution and batteries through satellite centers, helps troubleshoot Sentrilock issues.
6. Maintains Quincy office, MacBook Pro, cell phone, and I-Cloud to facilitate equipment storage as well as on-site and remote work operations using multiple databases and computer software systems.
7. Provides and encourages member use of Forewarn app, Paragon app, Sentrilock app and other new technology designed to make members' jobs easier.

MEMBER AND COMMUNITY OUTREACH

1. Oversees activities of all standing committees. In participation with committee chairs, promotes interest and active participation in the Association's activities and recruits new board leadership.
2. Carries out orientation for new members and board orientation for new board members.
3. Is responsible for enforcement of the Code of Ethics, public complaints, and handling of grievances with the Association or with the public with referral to the statewide professional standards program.
4. In cooperation with the Education Committee, facilitates educational programs designed to advance the professional, technical, and managerial skills of the membership.
5. Arranges facility and meal service accommodations for the general membership meetings along with the annual Installation Dinner.
6. Visits broker/member offices when feasible and maintains personal contacts with membership to the greatest degree possible.
7. Maintains effective positive relationships with staff of the California Association of REALTORS®, along with AEs from around the state and region, and other organizations; sees that the position of the Association and its members is enhanced in accordance with the policies and objectives of the Association.
8. Contacts members during state and national Red Alerts encouraging them to email their legislators and request they vote for or against bills related to real estate matters.
9. Attends annual Association Executive Institute training, AE Town Halls, Leadership Training and the three business meetings of the California Association of REALTORS®.
10. Carries out the annual Scholarship program in cooperation with the Scholarship Committee.
11. Builds relationships with industry stakeholders, supports advocacy and community engagement efforts and represents the Association within the real estate community.

COMMUNICATIONS/MARKETING

1. Maintains/updates the Association's website, www.plumasrealtors.com
2. Monitors the weekly Member News e-mail blast.
3. Produces and distributes a monthly e-newsletter.
4. Writes and submits press releases as needed to Plumas Sun.
5. Administers the Association's Facebook pages and posts regularly as per the social media policy.
6. Follows the national and state Association Executive pages on Facebook and utilizes them to interact with and learn from colleagues.

QUALIFICATIONS FOR THE JOB

- Good organizational and planning skills.
- Ability to multitask while prioritizing tasks.
- Ability to work independently.
- Proficiency in written communication.
- Detail-oriented with data entry experience.
- Financial management skills and budgeting experience.
- Leadership and public speaking experience.
- People oriented with the ability to collaborate with many different personalities.
- Past experience working with volunteer boards preferred.
- Event planning background preferred.
- Ability to problem solve with various software and databases.
- Proficient in Microsoft (Word, Excel, Outlook).
- Experience with Adobe Acrobat (PDF editing), Zoom, Wordpress and Constant Contact preferred.
- Ability to work under pressure and meet deadlines.
- Professional, ethical, and service-oriented.
- Familiarity with real estate industry, REALTOR Associations or MLS operations is a plus.
- Bachelors degree preferred.
- Ability to travel to and outside of Plumas County up to 8 times per year.