

EO JOB DESCRIPTION
Greater Moncton REALTORS® du Grand Moncton
Position Description - Executive Officer

PURPOSE

- To ensure the efficient and effective management of the operations of the Association.
- To oversee and implement the policies and directives of the Board of Directors.
- To ensure the Association has a sound governance structure with up-to-date policies and procedures in order to implement Board directives.
- To serve as a liaison with staff, Board members, Provincial and National associations, volunteers, media, government, public and private organizations.
- To manage the affairs of the Association including the day to day operations; direction and activities of its staff.
- To be accountable for the financial affairs of the Association including managing the budget.
- To represent the Association as directed by the Board.
- Reports to the Board.

AREAS OF RESPONSIBILITY

Planning

- Participates as a resource in Strategic Planning with the Board and is responsible for Strategic Plan implementation.
- Develops, for Board approval, policies, procedures, work plans and monitors their implementation under direction of the Board in co-operation with Committees, Task Forces and working groups of the Association.
- Drafts Board agendas and ensures production of minutes.

Financial Management

- Has overall responsibility for sound fiscal practices.
- Budgeting, including controlling, tracking and monitoring recommendations.
- Prepare budgets, bank statements and financial analysis as per policy.
- Manages the investment portfolio and other investments in accordance with Association policies and advises the Board regularly on their status.
- Performs annual audit with the Association appointed Auditor.
- Develops and then implements a revenue generation plan for the Association in conjunction with the Board.

Administration

- Facilitates administrative working of the Association, Board, Committees and Task forces.
- Manages the MLS® System, membership database, website and any other Association databases as well as assisting with all MLS® requirements.
- Coordinates Association events including workshops, AGM, etc.

Communication

- Coordinates internal and external communications.
- Oversees the preparation of management reports including regular reports on projects, services, membership, finances, and operational activities and, where appropriate, their publications.
- Ensure all information is effectively passed to the members of the Board

Resource Management

- Responsible for recruiting, hiring and dismissal of Association staff.
- Responsible for salary remuneration of Association staff.
- Responsible for training and evaluating permanent, temporary and contract staff.
- Ensures the adequacy of office and capital resources of the Association

Board of Directors

- Liaises with and regular meets with the Board (in-person, by phone/fax/email or via conference call as appropriate).
- Provides continuity and policy guidance for the Association and Board as required.
- Implements Board policies and directives through effective delivery of programs and activities.
- Makes recommendations to the Board on Association policies, procedures, projects, activities and Governance practices.

Real Estate Sector and Community Issues

- Provides research on policy and Association requirements as directed.
- Identifies and documents the needs of Association members, real estate associations, businesses, and consumers in Canada and keeps the Board informed.
- Maintains positive working relationships locally, Provincially and Nationally and acts as the Liaison to the Board with outside organizations.

Meetings

- Attends all Board, Committee, Task force meetings or designates staff support where applicable.
- Available to attend other meetings as required.
- Facilitates meeting preparations, distributes agendas and ensures the preparation of minutes.

Project Management

- Implements and co ordinates projects and activities of the Association as required (eg. educational workshop co-ordination).
- Oversees the development and implementation of member services, including MLS®.
- Co-ordinates input on issues of concern to the Association.
- Overseas all Project implementations for member services.
- Ensures the adequacy of resources of Projects

Marketing

- Co-ordinates public relations activities.

- Develops and then implements a marketing strategy for the Association in conjunction with the Board to increase revenues and enhance the visibility of the Association.

Advocacy and Liaison

- Represents the Association at a Local, Provincial and National level.
- Establishes and maintains contacts with key players in government, organized real estate, business, and related professional and industry associations.

Committee (Task Force) Support

- Provides support to committees to ensure efficient and effective operation.

Professional Standards

- Responsible for upholding compliance to all applicable Bylaws, Rules, Regulations and Policies
- Official Registrar of Complaints
- Responsible for Professional Standards record keeping
- Responsible to ensure all Professional Standards processes and/or policies are adhered to
- Trustee of all Professional Standards records

Supervision/Direction

- Responsible for overall management of the office and supervision of Association staff.

Knowledge

- Maintains and develops knowledge of not-for-profit association management practices including strategic planning, human resources, financial management, marketing, etc.
- Develops familiarity with real estate business practices.
- Understands basic management principles and practices.

Professional Development

- Must obtain and maintain industry required training and other applicable training.
- Ensures resources are allocated to continuing education.

Risk Management

- Responsible for identifying and notify the Board of potential areas of risk.
- Responsible for making recommendations to the Board [on](#) managing risk.

QUALIFICATIONS

- Several years' experience leading and managing in a non-profit association environment.
- Excellent leadership qualities with the ability to combine long-term, strategic thinking with day-to-day management of the association.
- Experience working effectively in collaboration with diverse groups of people.
- Previous experience working with a board of directors with the ability to cultivate existing board member relationships.

- An ability to build and nurture constructive relationships with a diverse group of stakeholders including various levels of government, membership, other non-profit and voluntary sector leaders, media, staff, volunteers, the community, and others.
- Skilled communicator in both written and verbal formats and effective public speaking, facilitation, presentation and negotiation skills.
- Strong financial acumen including forecasting and budgeting, interpreting and explaining financials, reserve funds and asset management.
- Excellent critical thinking and problem-solving skills
- Well-developed skills in policy development, management, human resources, project management, communications, reporting, and technology.
- Demonstrated marketing and public relations experience with the ability to engage a wide range of stakeholders and diverse communities is considered an asset.
- Highly organized with the ability to work independently with minimal structure.
- Proficiency with Microsoft office and accounting software. Familiarity with MLS and other association management software an asset.
- Previous experience and knowledge of the real estate sector an asset.
- French language proficiency a definite asset.