

St Louis Association of REALTORS® Position Summary

TITLE:

Chief Executive Officer (CEO)
St Louis Association of REALTORS® (SLAR)

LOCATION:

St Louis, Missouri

REPORTING RELATIONSHIP:

The CEO will report to the SLAR President and Executive Committee. CEO will manage approximately 17 full time employees and an annual operating budget of approximately \$2 million.

PRINCIPAL RESPONSIBILITIES*:

The CEO is responsible for the delivery of all programs, products, and services and the effective overall daily operation of SLAR. In addition, CEO will:

- Create strong, positive relationships with SLAR Officers, leaders, and members.
- Offer strategic insight and suggest actions that will advance SLAR's effectiveness and interests.
- Work closely in collaboration with the Leadership Team to implement the approved plans and policies.
- Appreciate members' real estate business challenges and propose programs to serve their diverse needs.
- Create teamwork, accountability, and initiative among the staff.
- Create and implement the budget, accounting and supporting systems, and measures to track performance. Assure that all financial and intellectual assets are safeguarded.
- Hire, develop, organize, train and, if required, terminate staff to provide the best services and programs for members.
- Enhance relationships with MAR, NAR and appropriate other real estate industry organizations.
- Enhance SLAR's image and influence in the communities.

THE CANDIDATE

CAPABILITIES:

- Strong executive level management capabilities
- Sound strategic and tactical view
- Solid relationship building, consensus seeker
- Established leadership skills and presence
- Proven communications ability; speaker and writer
- Politically astute; internal and external politics
- Technologically adept

EXPERIENCE and QUALIFICATION:

Prime candidates should have at least 5 years of REALTOR® Association executive level experience. Experience with an organization of 12+ employees and \$2M budget desired. In addition they should be/have:

- Proven strategic and tactical thinker, able to anticipate challenges with proactive responses.
- An accomplished relationship builder, team builder and consensus manager.
- Strong business management skills; financial control ability; able to make prudent, business decisions.
- Able to navigate the nuances of a volunteer-driven association.
- Solid project manager, able to set priorities and also move multiple issues/programs forward.
- Deliver strong operating leadership and a workplace culture that motivates staff to provide outstanding programs, products, and services.
- Able to positively represent all SLAR members and their interests.

PERSONAL CHARACTERISTICS:

- A proven leader figure; will have credibility with SLAR Leaders, members and staff.
- Able to see trends and opportunities and act upon them.
- Trustworthy; operates with integrity.

- Positive and enthusiastic. Able to approach difficult problems from diverse directions and with creative ideas.
- A warm and engaging personality who can effectively communicate with different people and situations.

COMPENSATION

A competitive compensation with benefits will be negotiated for exceptional candidates.

CONTACT

If interested, please respond, in confidence, with a resume to Jerry Matthews by February 15th at SLAR@JerryMatthews.com or by fax at 407-264-8787. Phone contact is 407-876-1495 and text 407-963-7720.

**This position description describes the general nature and level of work to be performed by the CEO. This is not intended to be a formal job description or an exhaustive list of all responsibilities and duties required.*