

REALTOR® Party Coordinator

Tennessee REALTORS®

JOB SUMMARY: Work with the Governmental Affairs Director to maintain a strong and effective governmental affairs program; under the supervision of the Governmental Affairs Director, create, promote and facilitate an extensive and efficient political affairs and advocacy program; manage the RPAC participation program and PAC duties within the association.

General duties include but are not limited to:

- Responsible for various day-to-day administrative responsibilities of both the association's REALTOR® Party programs and REALTORS® Political Action Committee (RPAC)
- Work to establish and maintain a strong REALTOR® Party Presence at both the state and local level
- Provide administrative support for the Governmental Affairs Committee and RPAC Trustees—including taking and distributing minutes and creating agendas
- Assist in tracking and monitoring PAC funds and utilizing the PAC management system Aristotle
- Notify committee members of upcoming meetings, and correspond with them as needed, and maintain good relationships with committee members
- Prepare letters and coordinates all advertisements for events with the Communications Department. Keep members informed of the importance of RPAC
- Assist in overseeing the State Political Coordinator/Federal Political Coordinator Programs—track field reports and make sure that members are maintaining a relationship with their legislator
- Identify and explore opportunities to promote members both at the state and local level for their involvement in REALTOR® Party programs
- Carry out political plans, including the various aspects of Tennessee REALTORS® Strategic Plan and core standards
- Coordinate with the Government Affairs Director to expand the political contact system and network throughout Tennessee to be able to effectively influence legislation on the state and federal levels, including the effective use of Calls For Action

- Update and distribute a standardized curriculum piece for use in local association orientations that includes advocacy, RPAC and REALTOR® Party opportunities and benefits
- Support local associations with various local or community governmental affairs efforts that may arise
- Work with the Governmental Affairs Director to expand education efforts for local Association staff and RPAC volunteers on legal, fundraising and reporting regulations related to the PAC
- Generate relevant content for the Association's website, social media channels and other various avenues for communication
- Attend meetings and programs as directed by the Director of the Governmental Affairs or CEO
- Track, assess and analyze strategic plan goals and objectives
- Know local association fundraising goals and be responsible for tracking and distribution amongst locals
- Collaborate with Governmental Affairs Director and Chief Lobbyist on candidate recruitment and identification of candidates to benefit from RPAC
- Schedule and coordinate speakers for various events
- Shall devote time and effort that is necessary to carry out objectives and directives of Tennessee REALTORS®
- Creation of desk manual for position.
- Assistance with special Tennessee REALTOR® events and projects as deemed necessary.
- Answer phones/help with any additional administrative needs as needed in office
- Provides support to the Governmental Affairs Director or others as assigned.
- Performs other duties as assigned by the Governmental Affairs Director or by the CEO.

Travel

- Little Around Town. Possible out of town travel.

Required Skills/Accreditations

- Must be team player
- Organizational and Management Skills including the ability to multi-task.
- Strong Computer literacy with emphasis on Microsoft applications, Quickbooks and data management applications.
- Must be able to use a Mac Computer.
- Has an understanding of the process of a volunteer organization.
- Must be a good project manager.
- Must be attentive and creative, possess the ability to work with and adapt to all types of people and exhibit patience, perseverance and persuasiveness.
- Must be skilled as a communicator, have strong interpersonal skills, and have ability to build consensus.
- Must be self-motivated and ability to have initiative.
- Ability to maintain confidential information.
- Fosters and contributes to a positive team environment.
- Ability to produce professional documents with minimal amount of errors; includes spelling, punctuation and grammatical errors;
- Must be able to list up to 30 pounds.

Preferred Skills/Accreditations

- REALTOR® Association Experience
- REALTOR® Political Action Committee Experience
- 4-year degree in related field
- Minimum 5 years relevant experience

Additional Salary Information: Must send cover letter, resume, and salary requirement to: employment@tnrealtors.com (Only complete applications will be considered).