

Seeking an **EXECUTIVE DIRECTOR** type to manage local organization. With a growing membership, this organization is seeking a dynamic leader with demonstrated skills in management, strategic thinking, communication and relationship building. The ideal candidate will be comfortable using technology, process financial acumen, and be experienced in public relations. This highly visible executive will work with an energized group of volunteers and staff. The successful candidate must demonstrate leadership and management abilities, sponsorship/fund-raising skills, strong problem solving skills, community involvement and knowledge of governmental issues affecting the real estate industry. Efficiency in organization, computer skills, such as Microsoft Office Suite and QuickBooks accounting software, and administrative skills are a must. They will be expected to run day to day operations, attend local monthly meetings, and attend state/national meetings, uphold the Boards policies and procedures, work closely with Executive Committee, assist with organization of monthly meetings, member services and more. This Board is seeking a self-starter with excellent communication skills. Some travel will be required.

Salary basis. All candidates should apply to this email: humanresourcesrca@gmail.com