

GREATER NASHVILLE REALTORS®

CHIEF OPERATING OFFICER



Position Description

Reporting to the CEO, the team member will oversee day-to-day operations of all staff initiatives that are approved and established in coordination with the CEO. The team member serves the association by assisting the CEO with daily operations and developing, communicating, executing, and sustaining the association strategic initiatives. The position monitors the execution of the strategic plan and ensures its execution by working with staff department directors and by acting as a resource across the association to increase broad cohesion for the plan.

Responsibilities

- Work with staff to create initiatives and activities within their department, committees and daily activities that execute the vision of the board of directors and measure and track performance.
- Implement and oversee work management system for all staff.
- Serve alongside CEO as a Board of Directors liaison to keep the board aware of activities and expectations.
- Supervise and train all staff and monitor administrative processes and systems in coordination with the CEO.
- Seek out future leaders and develop members to become leaders at Greater Nashville REALTORS®.
- Engage with Tennessee REALTORS® and the National Association of REALTORS® (NAR) and assist members wanting to participate at those levels. This includes leading the travel and planning for staff and leadership attending state and national REALTOR® association events.
- Ensure maximum opportunity to build strong bonds with the organization and its members.
- Assist CEO and Controller in preparation, administration and implementation of the budget.
- Support association's efforts to adhere to NAR's Core Standards.
- Participate alongside the CEO in staff development. This includes participating in regular meetings with staff directors, seeking professional development opportunities for all staff, developing a positive and enthusiastic staff culture and assisting with annual staff reviews.
- Create and sustain a healthy, fun and energetic staff team environment.
- Manage staff time and day-to-day operation.
- Serve as liaison to committees and other groups as needed.
- Prepare to assist in any role necessary within the staff to keep continuity in daily operations.

Qualifications:

Greater Nashville REALTORS® is seeking an accomplished Chief Operating Officer with association and organizational management experience. Past experience managing and developing staff is essential. Experience working with a board of directors and volunteer leaders is essential. A minimum of eight - twelve years' professional management experience is desired. Strong public speaking and communication skills essential. Skilled in organizational development, personnel management, budget and resource development. Excellent people skills. Flexible and able to multitask.

Benefits:

- Simple IRA: match employee contribution up to 3% of salary
- Medical Insurance: 100% paid for employee – high deductible health plan with HSA
- Dental and Vision: 100% paid for employee
- Life Insurance: \$15,000 of life insurance paid 100% for employee
- Long Term Disability: Plan provided by Greater Nashville REALTORS®
- Mobile phone and service provided
- Vacation days (based on number of years employed by Greater Nashville REALTORS®)

About Greater Nashville REALTORS®

Greater Nashville REALTORS® is a 5,700-member association, and its mission has remained consistent over the 129-year history: Providing real estate professionals a structured organization that works toward uniting members to exert a beneficial influence on the profession and to promote and maintain high standards of professional conduct.

The four fundamental services provided by the association include:

- 1. Education and Professional Development*
- 2. Advocacy and Legislative involvement at the local, regional, state and national levels*
- 3. REALTOR® Code of Ethics and arbitration dispute resolution*
- 4. Communication and Networking*

Greater Nashville REALTORS® provides members with prestige and professionalism through a long-standing institution and is the largest local real estate association in Tennessee.

Submit cover letter and resume to jarron@greaternashvillerealtors.org. Email submissions only. No phone calls please. Salary based on qualifications and experience.

Jarron B. Springer, JD, CAE, RCE, C2EX
Chief Executive Officer
Greater Nashville REALTORS®
4540 Trousdale Drive
Nashville, TN 37204
jarron@greaternashvillerealtors.org