

POSITION DETAIL AND SCOPE			
Current Title (if existing):	Chief Executive Officer		
Proposed Title:		Job Family:	Executive <i>(Key at end)</i>
Reports to (name):	Board of Directors	Reports to (title):	Board of Directors

Purpose of position (briefly describe the general focus and responsibilities of the position)

The Chief Executive Officer (CEO) reports to the Board of Directors (BOD) for the effective conduct of organization’s affairs, including Cape Fear REALTORS®, and related legal entities. The CEO recommends and participates in formulating all mission, goals, objectives, and related policies. Within that framework, the CEO plans, organizes, coordinates, controls, approves internal operating policies; and, directs staff, programs, and activities. The CEO works closely with the presidents and elected leaders to ensure that the strategic plans are implemented. Staff work for/report to the CEO.

Position Status	Exempt	Number of direct reports:	7
Salary Range/Bottom:	\$	Total number of employees:	12
Salary Range/Top:	\$	Exempt:	9
		Non-Exempt:	3

Describe internal scoping factors:

Leads/manages 2,600-member advocacy organization, with 14 FTE, \$3.4M annual budget, 25,000 sf² building, and \$7.5M in assets. Includes parent organization, CFR as a 501(c)6 corporation, and related organizations (collectively “Organization”) of the Terraces at Sir Tyler, a for-profit wedding-planning corporation, Wilmington REALTOR® Foundation, a 501(c)3, and primary shareholder in the regional MLS.

Description

The CEO performs the following with appropriate delegations and within the limits of the Organization’s governing documents established by the BOD.

1. **REALTOR®:** Becomes a REALTOR® member of the National Association of REALTORS® if eligible.
2. **State/National Meetings:** Attends NAR and NCR meetings providing a synopsis of actions to the BOD.
3. **BOD Liaison:** Ensures that the BOD and officers are fully informed of CFR’s conditions and of important influencing factors.
4. **BOD Decisions:** Executes all decisions of the BOD except when directors specifically make other assignments.
5. **Advocacy:** Represents the CFR in any and all local government matters affecting the real estate industry.
6. **Staff:** Solely recruits, hires, orients, trains, and motivates association personnel; responsible for all reviews, promotions, and terminations. Responsible for all salary administration. Annually updates the job descriptions for all staff positions. Ensures that staff receive proper training for their duties.
7. **Staff Review/Remuneration:** Solely defines staff duties, establishes performance standards, conducts performance reviews, and maintains competitive salary structure.
8. **Contracts:** Executes contracts and commitments as authorized by the BOD or within established budgets and/or policies.
9. **Community Engagement:** Maintains effective relationships with other organizations, both public and private, and ensures that CFR and membership positions are enhanced in accordance with the policies and objectives of the Organization.
10. **Budget:** Ensures that all entities operate within plus or minus 5% of the adopted budgets.
11. **Research/Innovation:** Conducts research and related projects on subjects deemed of importance to the membership, and prepares and publishes the results.
12. **Education:** Develops education programs including continuing licensure education to advance the professional, technical, and managerial skills of the membership, operating within the budget and program objectives that the BOD approves.
13. **Surrogate:** Speaks on behalf of the corporations when officers are unavailable and may delegate such to another staff or member who is more knowledgeable.
14. **State/National Engagement:** Participates in state and national activities and programs, within the limits of the CFR’s budget, thereby providing a benefit to the CFR and the CEO.
15. **Industry Knowledge:** Possesses a basic understanding of the real estate industry: license law, brokerage (residential and commercial), property management, etc.
16. **Firm Jeopardy:** Calls the broker/owner or the broker/manager when a member asks about taking any action that would place the firm in jeopardy.

(See Policies and Procedures, p 68) (2017).

Position Description

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ESSENTIAL FUNCTIONS (prioritize in order of average time spent)			
WHAT (describe specific responsibilities)	% of Time (spent on each)	HOW (describe how those responsibilities are accomplished)	WHO (describe the internal and external contacts)
Staff leadership, administration, budgeting, facility management, business operations	30%	Calls, emails, files, thank you and greeting cards, general organization, contact lists, staff meetings, other meetings, staff retreats, emails	Staff, vendors, tenants, HOA, clients
Community engagement, government affairs, advocacy, media relations, RPAC	30%	Meetings, lunches, conferences, event attendance, media interviews, press releases, grant writing, policy statements, emails	Community leaders, elected leaders, partner organizations, volunteers, members, staff
Entity support to WRF, regional MLS, Scotland County, Duplin-Sampson County, and RCA	10%	Board meetings, calls, minutes, Core Standards,	Councils, council leaders, staff
NAR, NCR meetings and interaction	10%	Conferences, meetings, calls, emails	Chairs, committee members, membership
BOD liaison	10%	Calls, agendas, meetings, minutes, letters, plans, training, emails	BOD and officers
Planning and innovation	10%	Strategic plans, business plans, marketing plans, meetings, calls, emails	Staff, vendors, BOD

EDUCATION REQUIRED (describe minimum education required, including relevant professional certifications)
Four-year college degree required. Masters in related area a plus.

EXPERIENCE AND SKILLS REQUIRED (describe minimum experience and relevant skills required)
<p>6 years association management experience as CEO or COO.</p> <p>Real estate industry experience a plus; RCE or CAE a plus</p> <p>Strong skills in Microsoft Outlook and Office Suite</p> <p>Strong organizational and strategic planning skills</p>

REVIEW SIGNATURES			
CEO:		Signed:	Date:
COO:	Shane Johnson	Signed:	Date: 4/24/18

Job Families Key: Executive: CEO, COO, EVP
 Management: Directors
 Support: All other employees