

**ASSOCIATION EXECUTIVE**  
**Thurston County REALTORS® Association**

Thurston County REALTORS® Association (TCRA) is seeking qualified candidates for its Association Executive (AE) position. TCRA serves to advocate and enhance the professionalism, integrity, and competency of the membership, promotes REALTOR® Code of Ethics, and works to safeguard private property rights. TCRA supports more than 950 REALTOR® and Affiliate members and is located in Olympia, Washington, serving primarily the area of Thurston County.

The successful candidate must exhibit excellent leadership and communication skills, attention to detail, professional attitude, and ability to maintain confidentiality. Association management experience, REALTOR® organization experience, and knowledge of the real estate industry are preferred. AE must maintain a comprehensive knowledge of the Association's rules, bylaws, policies and procedures, and Robert's Rules of Order and must be able to interpret and determine the proper application of same. Standardizes procedures to improve the effectiveness and efficiency with committees and all members and maintain cooperative working relationships. Manages the finances of the Association, consistent with the annual budget, long range objectives and needs. Strong knowledge of QuickBooks is required. Overnight travel to regional, state and national meetings is also required.

Submit your resume and salary requirements to [exec@thurstoncountyrealtors.org](mailto:exec@thurstoncountyrealtors.org) by July 25, 2022. No calls, please. An Equal Opportunity Employer.

**POSITION DESCRIPTION**

**BASIC FUNCTION:**

The Association Executive ("AE" also known as "EO") serves as the executive officer of the Thurston County REALTORS® Association (TCRA), reports to the President, and is responsible to its Board of Directors, Executive Committee and President for the effective conduct of the affairs of TCRA. The AE recommends and implements TCRA's mission, goals, objectives and related policies. Within that framework, the AE coordinates and directs the TCRA staff, programs and activities.

**SPECIFIC RESPONSIBILITIES:**

Within the limits of the bylaws of TCRA and policies established by the Board of Directors and with appropriate delegation, the Association Executive's duties and responsibilities include but are not limited to:

1. Responsible for all aspects of the association from operations and human resources to membership and programs to building maintenance and information technologies, including those duties assigned to other staff. Acts as the liaison with the TCRA tenant.
2. Recommends and implements administrative policies and procedures.
3. Recruits, hires, and trains staff and administers an effective personnel program which includes position descriptions, performance standards, performance appraisals and compensation.
4. In conjunction with appropriate committees, responsible for the development and maintenance of marketing and communications program which is responsive to the needs of the membership.

5. In conjunction with the Treasurer and Finance Committee manages the association's finances, including the preparation of an annual budget, financial reporting, and long-range forecasts of needs.
6. Ensures the legal integrity of TCRA. Coordinates and consults on an as-needed basis with the association's counsel.
7. Plans and coordinates meetings of the Board of Directors and Executive Committee, providing agendas, financials statements and other documents for review prior to the meetings.
8. Actively participates in civic organizations and community involvement.
9. Maintains a strong working relationship with the National Association of REALTORS®, Washington REALTORS® and other local REALTOR® associations.
10. Ensures the Board of Directors are fully informed of important information and conditions affecting the association.
11. Carries out all the decisions of the Board of Directors as directed; executes contracts and commitments as authorized by the Board of Directors or within established policies. Ensures annual NAR Core Standards Certification is complete.
12. Directs and coordinates approved staff programs, projects, and major activities.
13. Provides security for all files, legal and historical documents and membership and mailing lists as may exist.
14. As ex-officio, non-voting member of the Board of Directors and Executive Committee, attends all meetings of these groups.
15. Acts on all directives from the Board of Directors as matters of priority and reacts to them in a timely manner. The association's Strategic Plan drives the direction.
16. Performs a wide variety of functions in the departments of: accounting, administration, and member service.
17. Reconciles QuickBooks to web reports from credit card services provider and NAR Ecommerce Credit Card Transaction/Settlement reports. Reconciles monthly bank statements; processes payroll, payroll tax payments, etc.
18. Processes all accounts payable payments and files all paid invoices with check copies.

19. Proofs TCRA's correspondence including electronic newsletters, event flyers etc. before distribution to the members.
20. Staff Liaison to the following committees: Bylaws, Grievance, Professional Standards, RPAC, Thurston Climate Mitigation Plan, and others as required.
21. Processes all monies received for RPAC locally.
22. Handles preparation and execution of the annual Installation of Officers and Directors and Annual Business Meeting.
23. After receiving Professional Standards Administration Training's Certificate of Completion, handles processing of ethics complaints from Grievance to Professional Standards. Is a resource to members and provides a compliant professional standards' process.
24. Handles all updating of TCRA governing documents; keeps electronic copies current.
25. Provides required documents and works with TCRA's Accountant in preparation of annual financial review and annual income tax filing.
26. Submits grant requests to National Association of REALTORS® for RPAC fundraising grants with documentation, etc., for reimbursement of RPAC expenses
27. Works with Presidents-elect for committee appointments and resignations.
28. Manages TCRA's insurance needs – building insurance, loss/theft, workman's comp, etc.
29. Maintains both the internal and external company calendar and ensures the online information is accurate.
30. Assists staff as member needs change and/or during peak demand.
31. Anticipates needs, makes recommendations and ensures the needs of the association and its membership are being met.
32. Handles the annual changing of account signers and other communications with financial institutions.
33. Coordinates political candidate interviews with interview team chair(s); schedules interviews; sends invitations; collects responses from candidates. Records decisions of endorsements/support and transmits final decisions to Washington REALTORS® Government Affairs.