

Community Engagement Director

XYZ Association serves more than XXX members in XXX locations. This regular, full time position reports directly to XYZ's Chief Executive Officer.

Purpose of Position: To foster relationships between XYZ members and their communities, for the mutual advantage of both. To raise the public's awareness of the role of real estate professionals in their neighborhoods and towns. To provide back-up for member service functions.

Committee Responsibilities

As Staff Liaison to the Community Engagement and Diversity Committees, the Community Engagement Director will:

- Prepare leadership for meetings; create agendas and notes
- Maintain committee records, including contact information
- Send out meeting notices and reminders
- Create minutes in a timely manner
- Organize special projects
- Provide reports for Board of Director packets
- Assist in the creation of the committee's annual budget
- Set up and take down meeting room, including refreshments

Community Engagement

The Community Engagement Director will Work with the Government Affairs Director to identify and forge community partnerships and designate opportunities for involvement by:

- Creating a community council list and determine who the members and key contacts are and establish a plan for involvement
- Creating a plan to recognize members who are involved in their community, including the development and promotion of the Better Communities Award and ongoing member recognition
- Strengthening community relations through community outreach
- Coordinating service projects for staff and members, including the annual Past Presidents' Service Project
- Researching other avenues for involvement
- Managing and submit XYZ Emeritus applications
- Administering the VolunteerMatch Platform
- Collect data using the regarding individual community involvement that, over a period of time, will enable the committee to support the commitment and resources that XYZ bring to their community
- Highlight and help advance community activities members are presently engaged in

Diversity Initiatives

- Develop objectives to create and maintain an inclusive association
- Increase opportunities for a diverse representation to members to actively participate
- Provide education and resources to support real estate industry professionals
- Develop strategic relationships with related community-based organizations

Member Outreach

- Assist with the development of the XYZ Squad/Office Visit program

Find out what sort of involvement our members/offices already have in their communities

- Determine the best way to survey members – formally or informally to determine who is involved in the community, what are they involved in and determine how we can partner with them
- Develop a plan to recognize member's efforts and increase community involvement
- Develop and implement monthly Broker Support meetings

Senior Management Team

- Collaborate with other Senior Managers and serve on the Senior Management Team

General

- Manage all costs to budget
- Assist with compiling the Annual Core Standards Certification
- Participate in the development of the XYZ Strategic/Business Plan

Job Requirements

Education, training, experience:

The ideal candidate for the Community Engagement Director position will have 3-5 years of XYZ association or community relations / volunteer management experience. A Bachelor degree is required.

He or she will possess:

- Excellent written and verbal communication skills, comfortable speaking in public
- High energy personality with the ability to motivate others
- Strong leadership and listening skills
- Highly collaborative style and ability to interact with all levels of staff, members, volunteers and community partners
- Capable of managing a variety of projects and activities simultaneously
- Proficiency using Microsoft Office products