

Job Offer Grid for Real Estate Association Executive

Job Title	Association Executive
Location	367 Lakeport Blvd Lakeport Ca, 95453
Membership	< 400 members
Position Type	Salaried employee
Reports to	Association Board of Directors
Salary	\$68,640 - \$75,000 (Negotiable based on experience and qualifications) office hours Monday - Friday, 9:00 a.m. - 5:00 p.m.
Benefits	<ul style="list-style-type: none">- Health and dental insurance- Paid time off
Job Purpose	Lead the Lake County Real Estate Association in promoting professional standards and membership growth.
Responsibilities	<ul style="list-style-type: none">- Develop and implement association policies- Manage daily operations- Organize member events and trainings- Liaise with local, state, and national real estate boards- Oversee budgeting and financial activities- Must be able to travel
Qualifications	<ul style="list-style-type: none">- Business, management, or real estate experience- Leadership, communication, and organizational skills
Skills	<ul style="list-style-type: none">- Strategic planning- Financial management and budgeting- Event planning and management- Membership growth and engagement initiatives- Delegation- Public speaking is a plus- Technology and computer knowledge (Quickbooks, Word, Excel, etc.)
Application Process	Send your resume and cover letter to aejobposition@gmail.com by December 1st, 2024.
Start Date	Expected start date: January 2nd, 2025 - March 31st, 2025
Contact	aejobposition@gmail.com

