

Association Executive (AE) – Colonial Heights, VA

The Southside Association of REALTORS® (SVAR) seeks a motivated and dependable individual with a high standard of ethics and professionalism for the position of Association Executive Officer (AE). The Association is headquartered in Colonial Heights, Virginia, and serves 460+ members.

Qualified candidates will have the following:

- Excellent leadership, collaborative, and solid decision-making skills that will inspire members and staff to embrace SVAR's vision and strategic goals.
- Strong communication and public speaking skills, with the ability to leverage relationships to increase SVAR's visibility in the community.
- Deep understanding of trends and issues affecting the real estate industry in the region and communicating those to membership and staff.
- Comprehensive knowledge of association/organizational administration, operations, financial management, strategic planning, member relations, and growth.
- Commitment to network and establish relationships/partnerships at the Local, State, and National Associations.
- College degree or the equivalent of experience preferred. QuickBooks knowledge is preferred. A real estate industry or REALTOR® Association background is desired but not required.

SVAR offers a competitive salary commensurate with experience and qualifications. Some travel is required.

SVAR is an equal opportunity employer.

If interested, please confidentially submit your resume and a cover letter with base salary requirements to Virginia REALTORS® at AEsearch@viriniarealtors.org by November 22, 2023.