

OHIO ASSOCIATION OF REALTORS

Job Description

JOB TITLE: Director of RPAC Development/My Realtor Party

Reports To: Vice President Public Policy

Prepared by: Public Policy Group

October 3, 2016

SUMMARY:

This position is primary responsible for developing the RPAC of Ohio fundraising duties within the state association and assisting local associations in reaching their local RPAC of Ohio fundraising goals. This position is also responsible for being the key point of contact and visionary, ensuring that RPAC of Ohio is striving to meet the NAR RPAC Annual Goals and maximizing RPAC of Ohio's opportunity to use NAR grant and fundraising tools. Additionally, this position serves as the resource in coordination of all My Realtor Party activities and maximizing the utilization by both OAR and local associations. The position operates under the direction of the Vice President of Public Policy and supports overall team strategy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

RPAC of Ohio:

- Develops and implements statewide fundraising programs for the REALTOR Political Action Committee (RPAC).
- Assists in developing the RPAC of Ohio Annual Fundraising Goal
- Assists in developing Local Association Annual RPAC Goals and Awards
- Provides a resource to assist local boards with RPAC fundraising and spending.
- Works with the OAR Fundraising Chair and Vice-Chair in the achievement of goals as developed by the Leadership.
- Manages the RPAC of Ohio Major Investor program and President's Circle Program.
- Provide insight and support to the OAR RPAC Trustees in making funding decisions for all state legislative and statewide candidates.

Annual RPAC Training:

- Host and coordinate annual RPAC Training for local association leadership.
- Apply for NAR State Conference Grant to offset cost of the training.
- Assist local associations in developing candidate screening processes to identify Realtor Champion Candidates.

NAR RPAC Program:

- Maximizes fundraising grant opportunities provided by NAR.
- Coordinates and promotes the use of NAR online fundraising software in Ohio.
- Ensures NAR recognition of RPAC of Ohio Major Investors and President's Circle Members.
- Promotes the NAR Presidents Circle and Major Investors program.
- Reinforces the REALTOR® organization's central value proposition to members.
- Creates invaluable relationships with members to benefit local associations and OAR.
- Assists OAR's team in relationship management with members of the General Assembly by seeking out key relationships between the local boards and General Assembly members.

NAR My Realtor Party Program

- Oversees the development and ongoing performance of a local advocacy plan to include greater grassroots outreach and tracking the results in order to analyze progress.
- Provides strategy to support/oppose local legislation as needed, including assistance with writing and submitting My Realtor Party Grants where applicable.
- Assist local boards/associations with writing and submitting My Realtor Party Grants as opportunities arise.
- Providing local boards/associations strategic guidance on local issues, including assistance with securing lobbying resources and issues funding from both the Ohio Association of REALTORS as well as the NAR.
- Increase Call for Action participation to align with NAR goals on both federal and state calls.

General

- Create an advocacy database of pertinent events, opportunities, legislative activity or member input which can assist in (a) building a public record on our issues that are part of our legislative agenda and/or (b) improve the image of the Ohio Association of REALTORS.
- Represents the Ohio Association of REALTORS at NAR's Governmental Affairs Institute, Mid-Year Meetings and/or other pertinent industry meetings.
- Attend all Ohio Association of REALTORS meetings.
- Develop Next Gen Brokers plan for involving future industry leaders and assist with implementation of the Broker Involvement Plan.
- Interacts with NAR REALTOR Party staff.
- Staffs the OAR RPAC Trustees, RPAC Fundraising and Political Participation and Legislative Committees. Serves as stall liaison to the Ohio My Realtor Party working group.
- Manage the Federal Political Coordinators program through NAR and implement a state system of key contacts.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Leadership

- Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions

Self-Management

- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

Bachelor's Degree and 5-plus years of professional experience in a nonprofit organization, PAC Management and/or a political background. Prior experience working with volunteers and/ or past experience with Realtor organizations preferred.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of: Internet Software; Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); and Presentation software (PowerPoint).

OTHER QUALIFICATIONS:

Ability to travel overnight several times per year, including multiple nights, to OAR, and to state and national meetings and functions. Customary lodging and travel costs for such activities would be borne by OAR.