

OHIO REALTORS

Job Description

JOB TITLE: RPAC Development/My Realtor Party

Reports To: Director, Political Affairs

Prepared by: Public Policy Group

November 2, 2018

SUMMARY:

This position will work to develop and execute a fundraising plan at the state association level in conjunction with the Ohio RPAC Fundraising Committee Chair and Vice Chair, ensuring that Ohio Realtors meets their annual RPAC fundraising goal. This position will also assist local associations in meeting their annual RPAC fundraising goals and act as a resource for all RPAC related questions and support materials. Additionally, this position will work with the Ohio My Realtor Party committee Chair and Vice Chair to ensure that individual committee member goals are met and that Ohio is on track to meet the criteria of the President's Cup Award as outlined by the National Association of Realtors. To help offset costs to the state association, this position will be responsible for applying for RPAC related grants from the National Association of Realtors. They will also assist in the planning and execution of the annual Ohio Realtor Party training and coordinate all other Realtor Party activities throughout the state.

The position operates under the direction of the Vice President of Public Policy and supports overall team strategy.

Duties related to RPAC Fundraising:

- Develop and implement statewide fundraising plan for Ohio REALTORS including RPAC fundraising events at statewide conferences, regional major investor events and online fundraising campaigns
- When possible apply for grants from NAR to offset state association costs
- When requested assist Local Associations in developing their own RPAC fundraising plans
- Provide OR and NAR RPAC related resources to local boards
- Staff the Ohio RPAC Fundraising Committee
- Work with the Director of Political Affairs, the RPAC Fundraising Chair and the My REALTOR Party Chair to achieve RPAC/Realtor Party goals as developed by OR Leadership

Duties related to Ohio Realtor Party:

- Assist in the planning and execution of the annual My REALTOR Party Training for local association leadership
- Apply for NAR State Conference Grant to offset cost of the training
- Work with the Chair and Vice Chair of Ohio Realtor Party to achieve the goals outlined by NAR in the President Cup award
- Staff the Ohio My Realtor Party committee
- Work with the Director of Political Affairs, the RPAC Fundraising Chair and the My REALTOR Party Chair to achieve RPAC/Realtor Party goals as developed by OR Leadership

General Requirements:

- Represent the Ohio Association of REALTORS at NAR's Governmental Affairs Institute, Mid-Year Meetings and other pertinent conferences
- Attend all Ohio Association of REALTORS meetings
- Interact with NAR REALTOR Party staff – acting as the liaison between Ohio Realtors and NAR regarding Major Investors and President Circle members
- Reinforce the REALTOR® organization's central value proposition to members
- Form invaluable relationships with members to benefit local associations and Ohio Realtors

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

- 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.

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, PAC Management and/or a political background preferred. Prior experience working with volunteers and/ or past experience with Realtor organizations preferred.

OTHER QUALIFICATIONS:

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