

NC REALTORS® Job Description

Updated 12.1.18

Title of Position: NC REALTORS® Housing Foundation Director

Department: Administration

Supervisor's Title: Compliance Counsel

Nature of Position: The Foundation Director is primarily responsible for the day-to-day management of the NC REALTORS® Housing Foundation – NCRHF – a 501(c)(3) public charity. Manages other member and community outreach initiatives including those for disaster relief, financial literacy and housing affordability.

Administration

- Administer the affairs of NCRHF, consistent with an annual plan of action and long-term goals developed by the NCRHF Board of Directors.
- Develop, implement and monitor policies and procedures consistent with the requirements of NC REALTORS®, NCRHF Bylaws and applicable state and federal laws (charitable solicitation, 501(c)(3), etc.).
- Serve as the primary contact to the NCRHF Board of Directors and its committees in order to accomplish the foundation's goals while exercising the principles of prudent association management.
- Maintain accurate gift records and manage acknowledgement process for all contributions and grants received. Provide required reports to grant-making organizations and other funders as requested.
- In collaboration with the CFO, prepare NCRHF Annual Budget and other financial reports as requested to ensure sound financial management practices.
- Provide support and assistance as needed on NC REALTORS® special projects or events.

Development

- Develop, implement and monitor multi-year strategic plan to meet the funding goals established in the Annual Budget.
- Develop and implement a coordinated matrix of communication, marketing and solicitation strategies involving email, direct mail, online, phone/mail, events, group presentations, personal visits and volunteer engagement to achieve the goals outlined in the Strategic Plan.
- Plan and execute fundraising, friend-raising and donor recognition events as outlined in the Strategic Plan.
- Identify, cultivate, solicit and steward corporations, corporate foundations and private foundations to achieve the goals outlined in the Strategic Plan.
- Research grant opportunities, cultivate relationships with grant-making organizations, write grant proposals and secure funding to meet the goals outlined in the Strategic Plan.

- Coordinate comprehensive donor relations and stewardship system to sustain positive and mutually beneficial relationships between NCRHF and its many constituencies.

Programs

- Manage the matching grant program including soliciting requests, ensuring complete proposals are submitted and processing grant distributions in a timely manner.
- Maintain necessary records to meeting funder and regulatory requirements.
- Facilitate relationships between housing agencies and local associations to expand the matching grant program into more communities.
- Develop and promote education initiatives that increase the knowledge and ability of REALTORS® to make a direct impact on housing affordability.
- Research, develop and implement additional programs as directed by the NCRHF Board of Directors.

Disaster Relief

When a state of disaster proclamation has been issued affecting North Carolina and at the guidance of the Executive Director, the Housing Foundation Director may conduct disaster relief activities, including the following:

- Research the disaster area statistics and write a grant to the NAR REALTOR® Relief Fund for immediate, emergency mortgage and rental assistance for potential applicants. Coordinate with the Executive Director closely on this grant.
- Convene an emergency meeting of the Foundation's Board of Directors to approve the release of funds from the budget to fund housing grants for applicants, above and beyond any RRF grant.
- Work with the communications staff to highlight member activity to meet stage 1 (critical needs such as water, food) needs.
- Organize REALTOR® volunteers to help victims in their areas, to aid office relief work, and to aid victims with assistance questions remotely.
- Supervise any temporary employees taken on to aid the application process.
- Implement grant procedures by overseeing and approving grant applications (Designated Staffer).
- Work closely with Accounting to ensure quality control and auditing standards are met.

Outreach

- Plan and execute strategies to increase the awareness of housing affordability and related issues among REALTORS® and the public.
- Work with local associations to coordinate statewide housing affordability activities and increase the visibility of REALTORS® as key housing advocates in their communities.
- Cultivate relationships with housing groups and work in partnership to educate the public on housing affordability issues.

Communication

- Identify and develop ideas for stories, articles, social media posts and other communication tools that tell the story of the impact Home4NC is making through its programs.
- Write monthly and quarterly features for publication in various mediums.
- Keep abreast of activities at local associations and partners related to the efforts of NCRHF and NC REALTORS® to share with the Marketing & Communications department.

Background Requirements:

- A bachelor's degree required with a concentration in business, marketing, mass communications or public policy preferred.
- Minimum of five years of professional experience with at least two years in an association or nonprofit environment.
- Minimum two years of development, fundraising or corporate sales experience.
- Strong managerial, relationship management and leadership skills necessary.
- Excellent interpersonal, verbal and written communication skills are essential.
- Ability to interact with executive level constituents.
- Strong organizational and follow-through skills. Ability to manage multi-phase projects from inception to completion, including the ability to build consensus and balance multiple concurrent priorities.
- Ability to work independently with minimal supervision.
- A commitment to professional ethics
- Ability to use basic computer programs including Microsoft Office, database systems and online programs.
- Some travel may be required.

Position Relationships:

NCRHF Board of Directors

Lead staff liaison & Asst. Secretary

NCRHF Committees

Lead staff liaison

NC REALTORS® Government Affairs

Maintain a high level of communication and collaboration to support efforts that are favorable to housing affordability.

Housing Organizations

Develop and maintain positive relationships to facilitate beneficial housing programs and position REALTORS® as key housing advocates.

NC REALTORS® members

Develop and maintain positive relationships to facilitate participation in NCRHF's initiatives.

REALTOR® Associations

Develop and maintain positive relationships to facilitate participation in NCRHF's initiatives.

Corporations & Foundations

Develop and maintain positive relationships to facilitate funding and alliance-building.