

The Greater Bangor Association of REALTORS® (GBAR) seeks an Association Executive (AE) to lead our 760+ member organization into an exciting future. This is a full-time, remote position serving the Greater Bangor Association of REALTORS®, which represents members throughout Penobscot and Piscataquis counties and portions of Hancock and Washington counties. Although the position is primarily work-from-home, regular attendance at monthly meetings and select in-person functions in Bangor is required; candidates must be able to commute as needed. The Bangor region provides a central Maine location within easy reach of majestic mountains, pristine rivers and lakes, and the beautiful east coast.

The ideal candidate will provide strategic leadership to the Board of Directors and REALTOR® members ensuring effective association management and a collaborative, member-driven culture. The Association Executive is the sole staff member, and is responsible for the overall administration of the Association, including financial stewardship, governance support, and member programs and services, while advancing professionalism, innovation, and adherence to REALTOR® standards within the industry.

Candidates must maintain a dedicated home office suitable for a full-time professional position, including adequate space for office equipment and the ability to conduct confidential conversations. The role also requires travel within Maine and to regional and national locations several times per year for meetings, training, and REALTOR® events.

#### **POSITION SUMMARY:**

The Association Executive performs the day-to-day operations of the association.

#### **ESSENTIAL FUNCTIONS:**

- Is responsible for Association communications, and is liaison between the association, members and leadership.
- Assists in planning, developing and evaluating the association's goals, programs, policies and procedures.
- Oversees membership database administration and coordination of records with the Maine Real Estate Commission, the Maine Association of REALTORS®, and the National Association of REALTORS®.
- Ensures accuracy and security of the membership process including applications, maintenance of records and accurate dues billing.
- Maintains accurate and secure financial records, including accounts payable and receivable using Quickbooks Online.
- Prepares annual budget with oversight of the Board of Directors.
- Ensures compliance with NAR's Core Standards.
- Handles all processes involved with ethics and arbitration complaints, and maintains training as Professional Standards Administrator.
- Coordinates and attends monthly membership meetings, as well as Board of Directors meetings.

#### **QUALIFICATIONS:**

##### **Knowledge, skills, and abilities**

- Organizational and multi-tasking skills
- Excellent people skills, including public speaking
- Basic accounting skills
- Knowledge of Quickbooks Online, Excel, Word, and other basic office programs.

- Knowledge of Association Management preferred.

**COMPENSATION:**

Base salary: \$60,000, with review after first 6 months. Position includes 3+ months of training, as needed. No health insurance benefit.

Interested applicants should submit a resume and cover letter, including any and all social media links, confidentially to Greater Bangor Association of REALTORS® at [info@greaterbangorrealtors.org](mailto:info@greaterbangorrealtors.org). Applications will be reviewed on a rolling basis. GBAR is an equal opportunity employer.