



**Job Role:** Executive Officer  
**Location:** Red Deer, Alberta

#### **ABOUT US:**

The Central Alberta REALTORS® Association (CARA), is where excellence in organized real estate is our standard. Established in 1957, CARA stands as a beacon of professionalism in the dynamic world of real estate. With over 550 licensed real estate professionals, our association forms a vibrant community of brokers and agents, all dedicated to serving Central Alberta with integrity and expertise.

At CARA, we're not just a professional trade organization; we're a family of passionate individuals committed to shaping the future of real estate in our region. Our mission is clear: to empower our members with the tools and information they need to excel, while tirelessly advocating for their interests and those of the clients they serve.

But we're more than just a collection of professionals; we're leaders. Through our unwavering dedication to Realtor® professionalism, we continually elevate the standards of our profession and positively impact the communities we call home.

#### **THE OPPORTUNITY:**

Are you a visionary leader with a passion for driving organizational excellence in the real estate industry? Do you thrive in a collaborative environment, leading a dedicated team towards common goals? If so, we have the perfect opportunity for you!

We are on the lookout for a talented individual to join our team at our bustling Red Deer office. If you're ready to dive into a world of opportunity and make a difference in Central Alberta's real estate landscape, then look no further. Come be a part of something extraordinary at CARA.

As our Executive Officer, you will be the driving force behind our association's operations, leading strategic initiatives, fostering innovation, and guiding a team of four dedicated staff members. Reporting directly to the Board of Directors, you will have a pivotal role in shaping the trajectory of the real estate industry and leaving a lasting imprint on our members, stakeholders, and communities.

#### **KEY RESPONSIBILITIES:**

As the Executive Officer, you will be responsible for:

Strategic Management in areas such as:

- Accountability for CARA operations, identification, and resolution of any business issues.
- Development and implementation of the business plan and financial budget.
- Membership services, service delivery standards and evaluation.
- The development, implementation, and day to day management of all CARA functional activities as note below.

#### Board of Directors:

- Function as an advisor and consultant to the Board.
- Function as the Secretary and Treasurer of the Association.
- Ensure compliance with provincial regulations, including completion of the Cooperatives Act Annual Return.

#### Membership:

- Delivery, evaluation, and improvement of Association services to the membership.
- Support and work in conjunction with the provincial and national associations in delivery, evaluation and improvement of continuing education and professional development programs.

#### Financial Management:

- Prepare annual budget, scheduling expenditures, variance analysis, and initiate corrective actions to achieve financial objectives.
- Maintain the Association's and members' financial books and accounts.
- Guide financial decisions by establishing, monitoring, and enforcing policies and procedures.
- Manage the annual audit process.

#### Management of Association staff:

- Development and implementation of policies and procedures, ensuring full compliance.
- Recruitment, selection, hiring and on-boarding of Association staff.
- Human Resource management, planning, job design, coaching, and work assignment.
- Oversee and manage compensation and benefits.

#### Information Systems:

- Management of effective and efficient usage, troubleshooting, recovery, and data security along with any required implementation of all hardware and software requirements for the Association office.

#### Promotion and Development:

- Build CARA membership, oversight, and protection of the CARA brand.
- Assist the REALTOR® Foundation in arranging the social events for the Association.
- News releases, newsletters, and public relations.
- Attend provincial, national, and international meetings and conferences annually.

#### Administration

- Develop, manage, and supervise all day to day activities, processes, and policies.
- Ensure all Association administration documents are managed.
- Resource management.
- Participate in community events.

#### QUALIFICATIONS:

- Education and experience must be commensurate with the demands of the job. Where extensive directly related and generally related experience, formal education may be lesser; where formal education is greater, directly related and generally related experience may be lesser.
- Canadian REALTOR® Association Executive (CRAE) Designation is an asset.
- Proven experience in leadership roles, preferably in a membership-based organization or association.

- Strong strategic planning and execution skills, with an illustrated track record of achieving results and driving growth.
- Excellent interpersonal and communication skills, with the ability to engage and inspire diverse stakeholders.
- Financial acumen and experience in budgeting, financial management, and resource allocation.
- Commitment to upholding ethical standards, integrity, and transparency in all aspects of association management.

#### WHAT WE OFFER:

At CARA we truly value each and every member of our team. To recognise your contributions we provide the following benefits:

- Extended Health
- Employee Life Insurance including dependent life.
- AD&D Coverage
- Dental coverage
- Short- and Long-term Disability coverages
- Health Spending Account
- EAP / Health & Wellness Benefits program upon successful completion of their new-hire probationary period.
- Regular full-time Employees have access to a matched contribution RRSP program upon completion of six (6) months employment. CARA will match the Employee's contribution up to a maximum of:
  - 5% of base pay from 7 months employment to completion of the 5th full year of employment
  - 6% of base pay from the beginning of the 6th year of employment to completion of the 10th year
  - 9% of base pay from the beginning of the 10th year and thereafter.

*The Benefits programs, including the RRSP matching program are subject to change.*

Please apply to **Sally Shaxted, CCP.CA** through [2waystreetconsulting@gmail.com](mailto:2waystreetconsulting@gmail.com)

As a diverse and inclusive employer, we encourage all qualified and interested candidates to apply by **June 14, 2024**.

*While we sincerely appreciate all applications, only candidates selected for interview will be contacted.*