

## **NAIOP Utah – Executive Director**

### **JOB TITLE:**

Executive Director of Utah Chapter of NAIOP, the Commercial Real Estate Development Association (“NAIOP Utah”)

### **POSITION PURPOSE:**

NAIOP Utah is the local chapter of a national non-profit association (501 C 6) that represents the interest of developers and owners of industrial, office, mixed-use and related commercial real estate throughout North America. NAIOP provides communication, networking and business opportunities for real estate-related professionals; provides a forum for continuing education; and promotes effective public policy through its grassroots network to create, protect and enhance property values and to stimulate economic development. The Executive Director is responsible for all advocacy support, administrative, event planning, and communication activities of NAIOP Utah.

### **DUTIES AND RESPONSIBILITIES:**

General:

- Manage all aspect of chapter board of directors, committees, and volunteers to support and grow the chapter.
- Support board chairs/co-chairs execution on strategic plan.
  - Membership prospecting and retention.
  - Legislative advocacy.
  - Developing Leader growth.
  - Programing and education.
  - Sponsor prospecting and retainment.
- Serve as liaison between NAIOP Utah and NAIOP Corporate.
- Represent NAIOP and assist chapter directors in doing the same.
- Serve as NAIOP representative at industry meetings.

Event/Meeting Planning:

- Coordinate, manage and execute programs including (but not limited to) meetings, panels, tours, mixers, Symposiums, other.
- Handle all program logistics, including (but not limited to) venue, food/beverages, AV, creating/distributing marketing materials, volunteer/committee responsibilities, negotiating/signing contracts, sponsorships, other.

Communications:

- Create/distribute chapter notices and program announcements.
- Provide eblast content including (but not limited to) member spotlight/news, events, other.
- Maintain/update chapter website(s) content.
- Manage chapter social media (Twitter, Facebook, LinkedIn, Instagram, YouTube).

Accounting:

- Maintain chapter bookkeeping, including (but not limited to) invoicing, depositing and issuing checks, assisting Treasurer with reporting, maintaining all documentation for tax preparation and financial statements, and filing/keeping current entity.

**REPORTING RELATIONSHIPS:**

- The Executive Director reports to the President and to the Board of Directors. There are no direct reports to the Executive Director.

**WORKING REQUIREMENTS/CONDITIONS:**

- Position requires a W9, independent contractor.
- Office/workspace located at contractor's residence or agreed upon space by board.
- Office equipment needed to fulfill duties provided by individual, including (but not limited to) computer, printer, paper, phone, internet, other.
- Some travel is required, including overnight stays.

**EMPLOYMENT REQUIREMENTS:**

- Education and Experience: A four-year undergraduate degree and at least two years of relevant work experience required. Experience or education in commercial real estate, government affairs, or non-profit administration highly preferred, but not required.
- Knowledge & Skills:
  - Ability to interact professionally with a wide range of personalities.
  - Ability to support volunteers with demanding schedules in fulfilling responsibilities.
  - Professional image and manner.
  - Strong organizational and project management skills.
  - Strong writing and editing skills.
  - Strong attention to detail.
  - Some knowledge of graphic design, including associated programs/software.
  - Knowledge of entire Microsoft Suite and Adobe.
  - Knowledge of social media and web backend framework.
  - Motivated, professional assertiveness, and ability to keep projects moving forward with little supervision.
  - Ability to efficiently manage multiple projects, requests and shifting priorities.
  - Service-oriented, "can-do" attitude.

In compliance with the Americans with Disabilities Act, "reasonable accommodations" will be made for an individual with a known physical or mental limitation unless it would require an action of significant difficulty causing undue hardship.

This document covers the most significant duties performed but does not exclude other occasional work assignments not mentioned.