



Job Description for: Director of Community and Affinity Engagement

Reports to: **Treasurer** Leads the following Project Team: **Budget & Fundraising Team**

Criteria:

- 1) National Affiliate Members, Strategic Partners and REALTORS® **must be in good standing** with a local Board/Association of REALTORS® to be eligible.
- 2) Must live within 30 miles from Greater Los Angeles REALTORS® Association
- 3) Must either be a 2021 Member or Strategic Partner of LA/Beverly Hills Network:
REALTORS® Member fee \$259.00
National Affiliate Member fee \$140.00
(click here to join https://connect.wcr.org/joinapi_login?id=a2E1N000001nFniUAE&order=1)
- 4) Recruit and Lead Project Team Members (who also receive free entry to all events they actively plan and participate in and 25% rebate of their 2021 Annual Dues and opportunities to Speak/Host Events after 90 days of active participation)

Ideal Skills/Experience:

- Operating as part of a team
- Past Fundraising experience
- Past Budget and Finance experience
- Planning and organizing skills
- Networking and communication skills
- Program development
- Strategy development
- Project Team Development
- Delegation Skills

Benefits:

- After 90 days of active performing duties, Director will receive 50% rebate of 2021 Annual Dues
- Opportunities to Speak/Host Events
- Free Entry/Tickets to all LA/Beverly Hills Events
- Put on TOP of the list for Appointed Positions of Treasurer, Membership Director
- More Local, State and National exposure for Referrals

Scope of Duties: Work alongside the **Treasurer** to help ensure strategies and systems are in place to support the financial health and integrity of the network. Creating fundraising strategies by collaborating with affinity organizations such as Sister Networks and other Woman organizations.

Responsibilities:

- Recruit Members to join your Team
- Provide Participative Leadership to your Team by providing direction, implementing plans and motivating people
- Planning, organizing, and directing all of Network's fundraising including annual fundraiser, special events, and capital campaigns
- Formulates solicitation procedures and directs, coordinates solicitation of funds
- Identifies new donor bases
- Works with Treasurer and Governing Board to develop proposed annual budget
- Collaborate with Events Team on Budget for each event
- Help to assist Treasurer with ensuring proper reporting and network compliance
- Handles the disbursement of E-Card Prizes and Awards
- Budget and Fundraising Team to meet at least once a month. Invite other project team leadersto attend meeting for input