



Job Description for: Director of Industry Outreach and Engagement

Reports to: Director of Events Leads the following Project Team: Events 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** 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)
- 3) Must live within 30 miles from Greater Los Angeles REALTORS® Association
- 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
- Held past Committee Leadership roles on either the Local, State or National Association level skills
- 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 **Director of Events** to plan and develop Industry events, along with networking/relationship building events that deliver maximum value to our members.

Responsibilities:

- Recruit Members to join your Team
- Provide Participative Leadership to your Team by providing direction, implementing plans and motivating people
- Deepen Network relationships with: Greater Los Angeles Realtors Association, C.A.R., NAR, State and National Women's Council of REALTORS®, and partner organizations and identify areas for collaboration
- Recruit and Negotiate Fees for Speakers for events (works with the Strategic Partners Director to use SP's as speakers first, then Members second, then other popular, credible Industry related speakers)
- Gather and present the details of all events to board including, but not limited to, guest speaker, location, food and beverage, etc.,
- Present all proposed event costs to budget team/treasurer to be presented to board
- Ensure all aspects of the event are decided on at least 60 days prior to event for LIVE and 30 days for Virtual so that promotion of event can start at least 30-60 days prior to event date.
- Collaborate with Strategic Partnership Team, Marketing Team and Budget and Fundraising Team on event details
- Communicate with all vendors and other committees prior to event and up to event date to ensure a successful event
- Welcome attendees to event, especially those that have not attended a Women's Council event previously
- Event Team to meet at least once a month. Invite other Directors and Project Team leaders to attend meeting for input