



**Chief Executive Officer position open**  
**Applications are accepted until May 15, 2022**  
Cover letter and resume may be submitted to: [MartinandDowns@gmail.com](mailto:MartinandDowns@gmail.com).

Do you possess the necessary skills and experience to be the professional staff leader for an association that continually strives for excellence? Would you enjoy the Pacific Northwest nature and culture, sports, outside, and more in a beautiful, thriving community? Look no further than the Spokane Association of REALTORS® (SAR). Spokane, WA. is renowned for its nearby wineries, an urban river gorge, and historic buildings, including art deco galleries, theaters, and museums, and is the home of Gonzaga University. Spokane also boasts affordable housing, no state income taxes, and a 9.5% cost of living-lower than the national average.

SAR serves over 2,500 members and owns operates a Multiple Listing Service. Its annual budget is \$2.8 million. The staff of ten members including the CEO plus one contract employee help to guide SAR to carry out their mission, *which is: To engage its members, encourage professional excellence and cooperation, advocate for property rights, and promote strong, sustainable communities.* SAR's organizational values include being member-focused, community-minded, collaborative, and inclusive. Its long-time CEO is retiring later this year.

The ideal candidate for the Spokane Association of REALTORS® CEO:

- Is skilled in all key competencies of a REALTOR® or other association.
- Must have a proven, excellent track record of managing people and projects, developing high-performance teams, managing budgets, and achieving goals.
- Displays an empathetic understanding of both staff and members' needs and concerns and consistently empowers all; is open to all perspectives.
- Is positive, enthusiastic, and customer service-oriented with high ethical standards and stresses the importance of these behaviors with all staff members.
- Has a dynamic and forward-thinking personality.
- Understands the importance of a member-focused association.
- Has an awareness of both organized real estate and the real estate practice.
- Sees the need to proactively engage in the community.
- Is strongly focused on continuous improvement.
- A college degree is strongly preferred.
- Bonuses include a strong business and staff management background; an RCE or CAE designation, and/or other relevant certifications and designations; and MLS management experience.

Competitive Salary and Benefits include:

Salary Range (annual): \$147,000 - \$157,000 depending on experience

Benefits: Relocation assistance, vacation and sick leave, medical insurance, 401K, long-term disability, business equipment allowance, car allowance, professional organization membership, certifications, and education

