

NAIOP DC I MD Executive Director

Position:

The Executive Director is an officer of the Association without vote and responsible for the day-to-day operations of the Chapter. In partnership with the Board of Directors and Committee chairs they set Chapter mission and goals and implement strategies, plans and budgets to achieve the Chapter objectives and further the Chapter's mission. The Executive Director reports to the President and Board of Directors. The Executive Director is a full time position with variable hours depending on meeting and event schedule. (see work requirements)

NAIOP DC I MD is a local (501 C6) Chapter of NAIOP, the Commercial Real Estate Development Association. The Chapter represents the interests of owners and developers of office, mixed-use, industrial, and related commercial real estate. NAIOP offers industry professionals networking and business opportunities, educational and professional development programming and content. Additionally, NAIOP promotes effective public policy to support businesses, protect and enhance property values and stimulate responsible economic development.

Duties and Responsibilities:

- Manage board of directors, committees and volunteers to support and grow the chapter
- Coordinate Board of Director meetings, agendas and minutes.
- Report chapter committee and member activities and manage necessary Board approvals to advance Chapter objectives.
- Plan, manage, execute and support the following as required;
 - Sell and manage membership and member retention
 - Sell and manage Chapter and event sponsorships, revenue growth and retention
 - Legislative advocacy – Leadership Committee.
 - Community outreach initiatives.
 - Developing Leader, (REEL) program and activities
 - Sustainable Development (SDC) program and activities
 - Attend all other relevant Chapter committee meetings
 - Act as liaison between NAIOP DC I MD and NAIOP Corporate
 - Represent NAIOP DC I MD at CLLR and other appropriate NAIOP Corporate events
 - Perform other duties reasonably requested by the Chapter President or Board or typical of those performed by NAIOP Chapter Executives.

Event & Meeting Planning:

- Working with responsible committees, coordinate, manage and execute Chapter programs and committee events. Events to include (not limited to) Awards of Excellence, Bus Tours, golf outings, educational panel discussions, Capital Challenge, property tours, REEL, SDC and Leadership Committee programs and networking events.
- Manage all program logistics, including but not limited to venue, food & beverage, AV, marketing, registration, badging, staffing, negotiating and signing contracts, budgeting and event specific sponsorships.
- Manage event registration, check-in and event logistics during events.
- Manage event financials, including guest registration, invoicing, collections and event specific expenses.

Communications:

- Maintain, manage and update Chapter website.
- Create and distribute event and other promotions, surveys and notifications.
- Manage member and prospect distribution lists and data base.
- Coordinate and manage Chapter social media.
- Increase intra-chapter communication by preparing and distributing Chapter newsletter and “Need to Know” announcements.
- Serve as the Chapter point of contact responding to all request and inquires.

Accounting:

- Manage chapter bookkeeping to include invoicing, check deposits, accounts payable and working with Chapter Treasurer to issue checks.
- Assist as required with tax and financial statement preparation and reporting.

Chapter Support Resources:

- Coordinate and manage Chapter support resources Pure Awakening, and Apt6.
- Coordinate with NAIOP Corporate to manage membership recruitment and retention.

Work requirements:

- Office/workspace located at employee residence or space agreed upon by Board of Directors.
- Office equipment & supplies to be provided by NAIOP
- Occasional early morning, evening and weekend work related to meetings and events required. Ability to transport supplies to events required.
- Some travel required including overnight stays

Qualifications:

- Four-year undergraduate degree
- 10+ years of relevant experience; trade association preferred or commercial real estate
- Experience in or knowledge of commercial real estate, government affairs or non-profit administration preferred but not required.

- Skills
 - Ability to interact personably and professionally with a wide range of personalities.
 - Motivated professional assertiveness and ability to advance Chapter goals with little supervision. “Can-do” attitude.
 - Ability to efficiently manage multiple projects, requests and changing priorities
 - Ability to support volunteers who have demanding schedules and other responsibilities.
 - Professional image and manner.
 - Strong organizational skills.
 - Demonstrated sales skills
 - Excellent writing and editing skills and attention to detail.
 - Strong proficiency with Microsoft Office Suite and ability to master other Chapter management software as required.
 - Understanding of and ability to manage social media.

Send resume to Sally Modjeska - smodjeska@naiopdcmd.org