



Chief Executive Officer

POSITION DESCRIPTION

AREAA Overview

Founded in 2003, the Asian Real Estate Association of America (AREAA) is a nonprofit professional trade organization dedicated to promoting sustainable homeownership opportunities in Asian American communities by creating a powerful national voice for housing and real estate professionals who serve this dynamic market.

AREAA's members represent a broad array of real estate, mortgage and housing-related professionals who serve the diverse Asian American market. AREAA is the only trade association dedicated to representing the interests of the Asian real estate market nationwide.

Job Title: Chief Executive Officer

Reports to: AREAA Board of Directors

Role and Accountabilities:

- (1) Manages the association's day-to-day operations at the direction of the Chair and Board of Directors
 - Oversees AREAA staff and provides direction to the team
 - Manages the association's budget and ensures that the organization is using its financial resources wisely
 - Ensures that the association is managing its business appropriately and in compliance with good corporate governance standards
 - Oversees fundraising planning and implementation, and assists in fundraising as needed
- (2) Supports the Board of Directors by assisting in strategic and financial planning and providing leadership for the association's member, community and national initiatives
 - Collaborates with the Board on development of a strategic plan and creating an association budget
 - Converts the strategic direction of the Board into an actionable plan
 - Assists with Board of Directors' meeting preparation and discussion
 - Regularly reports to the Board regarding AREAA and its initiatives
- (3) Provides direction and leadership toward achieving AREAA's mission, as well as the association's annual goals and objectives
 - Works with corporate partners to support initiatives that further AREAA's housing mission
 - Serves as a spokesperson on behalf of the Chair and the Board, when needed
 - Supports efforts to expand the reach of local AREAA chapters
 - Ensures that AREAA initiatives such as conferences, education programs and other critical efforts are executed effectively

Qualifications:

Leading candidates will have the following experience:

- A minimum of seven years' experience in a leadership position within the real estate or housing industry
- Prior management experience in a non-profit association is preferred
- Experience in developing and managing an annual budget
- An understanding of housing issues facing minority consumers
- College degree
- Experience in fundraising
- Experience in developing and implementing, or managing implementation of, a strategic plan

Salary:

\$85,000-\$120,000 depending on experience

To apply for this position, please send a cover letter and your resume to: CEOjob@areaa.org