

Executive Officer Position

Oregon Real Estate Forms, LLC

Oregon Real Estate Forms, LLC ("OREF") develops standardized, legally reviewed and up-to-date realty forms for use by Oregon real estate licensees. OREF is wholly owned by the Eugene Association of Realtors®, the Oregon Association of Realtors® and the Portland Metropolitan Association of Realtors®.

OREF's Executive Officer ("EO") will manage the day-to-day business activities of OREF subject to the direction of its Board of Managers (the "BOM"), as reflected in adopted Policy Statements and any specific BOM directives. Except as otherwise authorized by the BOM, the EO shall at all times conduct his or her duties in accordance with OREF's annual strategic plan and adopted operating budget.

OREF's EO will manage the day-to-day business activities of OREF, the EO will be responsible for a wide variety of duties, including, but not limited to:

- Executing the business operation and management decisions of the BOM, except when the duty to do so is specifically assigned to someone else by the BOM; Providing professional, effective and business-like communications with third parties on behalf of OREF, including website and email communications;
- Planning, coordinating and attending all meetings of the BOM and all meetings of any committees created by the BOM, including the meetings of the Forms Committee;
- Managing and overseeing the Forms Committee, Customer Service Committee, Contracts Review Task Force and other committees and task forces formed by the BOM to coordinate the accomplishment of OREF's strategic plans;
- Hiring, managing, directing and replacing, as needed, OREF's employees and vendors in accordance with OREF's Policy Statements, annual strategic plan and adopted operating budget;
- Managing the year-end review, coordinating independent professional proof reading, and beta testing of new OREF forms, and the deployment of such forms through OREF's forms hosting vendor(s);
- Organizing and managing the training seminars and webinars related to the use of OREF forms and the use of ancillary services provided by OREF-approved forms hosting services;
- Organizing and managing forms subscriptions and associated subscriber services;
- Performing general administrative and management functions, including maintaining official minutes of the BOM meetings, committee meetings and other official meetings of OREF;
- Organizing and securing all OREF files and documents, including legal and historic documents, governance documents, personnel documents, tax and finance documents, budget and strategic plan documents, BOM Policy Statements, Forms Committee Policy Statements, forms subscriber information and sales reports;

- Proactively outreach to potential third-party vendors, organizing and overseeing any OREF Request for Proposal processes, and conducting vendor reviews and formulates recommendations for consideration of the BOM in accordance with OREF's Policy Statements;
- Executing on behalf of OREF all contracts, vendor agreements and other legal documents approved of or authorized by this Job Description or by the BOM, and providing oversight and management of all contracts with third parties;
- Researching, recommending and implementing, if approved by the BOM, future business projects and opportunities, including identifying digitally-delivered products and services that are synergistic to OREF's forms;
- Developing and implementing, in coordination with the BOM, the annual OREF strategic plan and an annual operating budget;
- Managing and overseeing OREF's accounting functions, including billings, collections, accounts receivable, accounts payable, financial reporting to the BOM, and coordination of timely audits and tax returns; providing monthly reports for BOM review.
- Acting as OREF's statewide spokesperson and primary contact for all forms-related issues and concerns, including: (i) the promotion of OREF's products and services; and (ii) newsletters, e-news, general communications, website content and press releases; and
- Maintaining ongoing rapport, communication and coordination with Oregon's 24 + local Realtor® Associations and 8 Multiple Listing Services.

Specific Limitations on CEO's Duties and Authority: Notwithstanding both the general and enumerated descriptions of the CEO's duties above, the following decisions and actions shall be reserved for the determination and actions of the BOM:

- The engagement or termination of OREF's legal counsel, including its general corporate counsel and its counsel for the Forms Committee;
- The engagement or termination of OREF's CPA firm; and
- The engagement or termination of OREF's forms hosting platform(s).

Job Skills and/or Abilities

- Strong interpersonal and public relations skills
- Strong understanding of accounting concepts and strong Excel skills
- Extreme organizational skills and ability to act independently
- Ability to manage and take full responsibility for position expectations
- Ability to manage competing demands under time pressure
- Ability to work with the Board of Managers to achieve company goals
- Entrepreneurial spirit

Annual Salary: \$70,000.00 - \$80,000.00 DOE. Full benefits package includes medical, dental, vision and 401(k) plan.

All qualified candidates are encouraged to submit a resume and a letter of introduction explaining how your experience and skills directly apply to the Executive Officer position.

Email these documents to:

Oregon Real Estate Forms, LLC, BOM,

Apply@orefonline.com with "EO Position" in the Subject Line.

- Location: Salem/Portland, OR
- Compensation: \$70,000.00 – \$80,000.00 Annual
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job.
- Please do not contact job poster about other services, products or commercial interests.