



JOB DESCRIPTION

JOB TITLE:

Executive Director of the Pittsburgh Chapter of NAIOP, the Commercial Real Estate Development Association (“NAIOP Pittsburgh”).

POSITION PURPOSE:

NAIOP Pittsburgh (www.naioppittsburgh.com) is a local chapter of a national 501(c)(6) non-profit association that represents the interest of developers and owners of industrial, office, mixed-use and related commercial real estate throughout North America. NAIOP provides communication, networking and business opportunities for real estate-related professionals; provides a forum for education; and promotes effective public policy through its grassroots network to create, protect and enhance property values and to stimulate economic development. The Executive Director is responsible for all advocacy support, administrative, event planning, and communication activities of NAIOP Pittsburgh. There is an opportunity for the right Executive Director candidate to serve as the voice of the development industry in our region.

APPLYING:

If interested in applying for this position please send a cover letter, resume and three (3) references addressed to the NAIOP Pittsburgh Chapter Executive Committee via email to naioppittsburgh@naioppittsburgh.com or via mail to NAIOP Pittsburgh Search Committee, c/o Don Smith, President, RIDC, 210 Sixth Avenue, Suite 3620, Pittsburgh, PA 15222.

Deadline for applications will be ongoing until the position is filled. Start date for this position will be June 1, 2018.

DUTIES AND RESPONSIBILITIES: (an all-inclusive list that may be shared with administrative and/or public affairs staff/consultants, depending on the successful candidate’s capabilities)

General Administration

- Perform general duties associated with the Executive Director of a 501(c)(6) non-profit organization.
- Oversee the efficient and effective day-to-day operation of the organization.
- Recruit, lead and manage Chapter Administrator.

- Maintain insurance coverage for the Board of Directors and NAIOP in accordance with industry standards.
- Ensure compliance with all State and Federal laws and regulations.
- Work with Chapter Treasurer, Bookkeeper and Accountant to ensure maintenance of 501(c)(6) status; file appropriate 1099 and tax return forms; prepare annual budget and financial reporting as required for Board meetings and/or at the request of the Board of Directors.
- Develop and maintain relationships with public and private associations and entities.
- Represent NAIOP in a professional and ethical manner within the community and among peers.
- Manage effective and timely communications with members.

Organizational Planning and Development

- Coordinate update of Strategic Plan every three years.
- Develop and maintain Action Plan to assist in meeting goals set forth in the Strategic Plan.
- Serve as point of contact for NAIOP Corporate reporting requirements and communications. Reporting requirements include, but are not limited to, Corporate Board representation, National Research Foundation Governors, and quarterly Chapter Reports.
- Manage day-to-day operations within the budget.
- Lead fundraising and sponsorship activities for the chapter.

Board and Committee Meetings

- Prepare materials for Chapter Board meetings including agendas, committee reports, financial report, Executive Director report and all research, data and background materials required.
- Prepare and send out Board of Directors, Committee, and member meeting notices; track meeting attendance.
- Coordinate preparation of the pertinent meeting agenda with the Board President or Committee Chair.
- Manage meeting minutes with Board Secretary and distribute as necessary.

Advocacy

- Serve as the go-to spokesperson for issues related to development in our region.
- Work with NAIOP Pittsburgh's Public Affairs firm to coordinate and deliver effect advocacy for development.
- Represent NAIOP Pittsburgh or assist chapter officers or directors in representing NAIOP Pittsburgh at meetings regarding legislative or regulatory matters.
- Serve as the NAIOP Pittsburgh representative at industry coalition meetings.
- Prepare issue advocacy materials, including the management and distribution of annual Pittsburgh Legislative session updates.

Industry Activities/Membership

- Recruit new members into NAIOP Pittsburgh through networking, local industry meetings, and other opportunities. Prepare information on local chapter for the purpose of attracting new members.
- Send membership information to prospective members.
- Report NAIOP Pittsburgh chapter activities to national NAIOP headquarters.

Event Planning

- Oversee NAIOP Pittsburgh Chapter Administrator who is responsible for assisting with event planning.
- Plan and coordinate the details (topics, themes, speakers, etc.) of NAIOP Pittsburgh chapter meetings and events in conjunction with the NAIOP Pittsburgh Education and Programs Committee.
- Plan events for each calendar year, including detailed event budgets, in conjunction with the Programs Committee and Chapter Board of Directors.
- Handle logistics for all NAIOP Pittsburgh events, including securing venue, securing speaker(s), arranging for food/beverages, arranging for appropriate AV equipment, creating/sending all marketing materials, taking RSVPs, creating name tags, collecting registration fees, making payments to vendors, etc.
- Solicit sponsorships and registrations as necessary to meet budgetary requirements.
- Seek industry partnerships for events as appropriate.

Communications

- Oversee NAIOP Pittsburgh Chapter Administrator who is responsible for draft versions of communications and send NAIOP Pittsburgh Chapter notices.
- Draft press releases and distribute.
- Research relevant industry issues on behalf of the members; publish and disseminate as needed.

Technology/Website/Social Media

- Oversee maintenance of website including blog posts, event updates, legislative information, etc.
- Oversee maintenance of email marketing account and content.
- Oversee maintenance of Eventbrite software for event registration.
- Oversee maintenance of system back-up and file sharing.
- Oversee maintenance of NAIOP Pittsburgh social media accounts including Twitter, LinkedIn, Facebook and Instagram.

- Oversee maintenance of banking and investment accounts.
- Oversee maintenance of QuickBooks account for bookkeeping records.

Accounting

- Oversee bookkeeping and accounting duties, including depositing and issuing checks, preparing and sending invoices, preparing payables reports, creating and maintaining event budgets, collections, assisting Treasurer with Board reporting, maintaining all documentation for tax preparation and financial statements, filing appropriate documents/maintain current entity.

REPORTING RELATIONSHIPS:

- The Executive Director reports to the NAIOP Pittsburgh Chapter President and to the NAIOP Pittsburgh Board of Directors. The Chapter Administrator reports directly to the Executive Director.

PRE-EMPLOYMENT REQUIREMENTS:

- Education and Experience: A four-year undergraduate degree and at least two years of relevant work experience is required. Experience or education in commercial real estate, government affairs, and/or non-profit administration is required. Basic knowledge of accounting is required.
- Knowledge & Skills:
 - Ability to interact professionally with a wide-range of personalities; professional persuasiveness.
 - Ability to work with and support volunteers who have demanding schedules in fulfilling their corporate responsibilities.