



**RESO**<sup>®</sup>  
REAL ESTATE STANDARDS ORGANIZATION

<b>Chief Executive Officer</b> NOTICE OF IMMEDIATE AVAILABILITY	<b>Interested candidates please contact:</b> CEOSearch@reso.org
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The **Board of Directors** of the **Real Estate Standards Organization** ([www.reso.org](http://www.reso.org)) announces the immediate availability of the Chief Executive Officer position of our standards making organization.

The **Chief Executive Officer (CEO)** is responsible for the successful leadership and management of the **Real Estate Standards Organization (RESO)** and promulgation of its standards and products. The CEO will act according to the guiding principles of RESO and take direction from the Board of Directors, fostering the coordination, development, implementation, utilization, compliance, marketing and training of RESO's standards.

RESO currently has over 850 members and is the leading standards body for real estate data and technology. Real estate transactions are a primary driver of the world economy and RESO's primary objective is to create and promote the adoption and utilization of standards that drive efficiency throughout the real estate industry. The CEO of RESO will be responsible for fostering RESO's vision to increase innovation and efficiency throughout the real estate industry.

**Desired Behavioral Operating Traits**

- Our ideal candidate will be a demonstrated achiever: a team-builder who is personally responsible and dedicated to our organization's mission of service. As this is a virtual position, the candidate will need to demonstrate their ability to work independently while managing others to achieve both individual and team results.
- Our ideal candidate will possess good judgment, discernment, innovation, strategic thinking, and the shared values of our Board of Directors representing the Real Estate Market; the CEO will understand the nuance of the operating requirement to meet the non-profit mission and budget accountability.

- Our ideal candidate will be a self-starter, with ample passion, intensity, proactivity, technical mastery, volunteer committee management, and the expert skills of strategic planning and execution.
- Our ideal candidate is one who is a great communicator, relater, persuader, presenter, and assertor.

## **Primary Duties and Responsibilities**

### ***Operational Responsibilities***

- Support the Board of Directors, its vision, and the strategic direction of RESO.
- Develop and implement various policies, programs, and projects.
- Work with the Board of Directors and staff to prepare the annual budget and cash flow forecast.
- Uses strong project management skills to coordinate, track, and perform detailed tasks for multiple projects.
- Under minimal supervision, produces documents that comply with Board of Directors directives, including preparation of policy and procedures.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Be responsible for the efficient and effective day-to-day operation of the organization.
- In addition to the Chair of the Board of Directors, act as a spokesperson for the organization.
- Represent RESO at meetings and functions with real estate stakeholder representatives from diverse organizations, with regular monthly travel being required to attend meetings and functions in person.
- Facilitates, attends and reports on various meetings including RESO Standards Workgroups and Committees.
- Oversee and manage all aspects of RESO's spring technology summit and fall conference.
- Market and recruit new membership organizations while also focusing on current member retention and growing underlying revenue of the organization through membership sales.
- Hire, motivate, mentor, evaluate, and when necessary, terminate staff, as well as manage full and part-time contractors and vendors in disparate locations.

### ***Strategic Responsibilities***

- Develop and implement a strategic master plan for the operations of the organization that is consistent with the goals and objectives of the organization as set forth by the Board of Directors.
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board of Directors.
- Ensure quality research and development of marketing and training curriculum to deliver and promote the RESO standards; oversee the development and execution of training plans with an aim of increasing RESO revenue to support additional strategic goals and objectives.

- Establish strong working relationships with real estate community stakeholders, IT community leaders, and other organizations to help achieve the goals of RESO.
- Develop the organization's capacity to more effectively work through our largely volunteer base.
- Actively participates in RESO workgroup and committees to ensure they operate to the Board of Directors' levels of expectations.

### ***Administrative Responsibilities***

- Oversees RESO's adherence to administrative processes for proposals, compiling comments and coordinating the development of responses, overseeing recirculation for continuing objections, and final publication of adopted material.
- Review the organization's existing policies and procedures at least annually and recommend changes to the Board of Directors as needed.
- Keep members up to date with timely Blogs and reports.
- Manage RESO's online presence, RESO's Web Collaboration and Data Dictionary Wiki systems, ensuring timely and accurate information.

### **Knowledge, Skills and Abilities**

- Good judgment and a high degree of emotional intelligence and maturity.
- Leadership and management skills to operate a non-profit organization with a volunteer membership and elected Board of Directors.
- Ability to delegate complex tasks to staff and supervise the timely and successful completion of those tasks.
- Excellent oral and written communication skills along with public speaking.
- Computer literacy with sufficient familiarity to understand, embrace, and promulgate the standards with credibility and comfort.
- Ability to represent a nationwide IT standards advocacy organization in its mission of promulgating RESO's standards, including knowledge of the real estate multiple listing service process, state-of-the-art real estate descriptive characteristics and key word identifiers, real estate agent issues, and other issues in the industry.
- Ability to work with volunteers on the Board of Directors and encourage their participation, realizing that the great work of the organization starts with consensus building from the Board and supporting their direction.
- Ability to work with stakeholders in the organization's mission and plans, specifically including advocates and stakeholders in the real estate community.
- Ability to understand and operate a business as a manager, specifically including business planning, budgets, revenues and expenses, and prioritizing the use of revenues and resources.
- General knowledge of nonprofit law and rules, including IRS rules, i.e., how nonprofits work and the distinctions between a nonprofit and a for-profit in terms of the laws and rules.

- Business and financial skills to manage finances of organization. Must understand and explain P&L, Balance Sheet, etc. when presenting financial reports to the Board of Directors.
- General knowledge of business and education curriculum development and training, including methods.
- Perception to observe trends and key issues within our industry to advise the Board of Directors on critical issues that may impact the organization.
- Experience creating budgets, spreadsheets, forecasts, master plans, presentations, and written communications of many forms including proposals, letters, reports, whitepapers, and case studies.
- Experience in managing and working with current Technology sectors including programming, web and database structures.
- Working knowledge of database applications, and web programming preferred.
- Ability to multi-task and facilitate multiple projects.

### **Required Education & Experience**

- Minimum of a Bachelor's degree, or equivalent experience in business, marketing, information technology management, communications, or other germane field; Master's degree preferred.
- 5 or more years prior of real estate industry experience preferred.
- 5 or more years of progressively responsible executive management experience in a for-profit or non-profit organization.

About RESO: The mission of the Real Estate Standards Organization (RESO) is to create and promote the adoption and utilization of standards that drive efficiency throughout the real estate industry. RESO was incorporated in November 2011 as an independent, not-for-profit trade organization that was previously a section of the National Association of REALTORS®. RESO has more than 850 active members, including NAR, multiple-listing services, real estate associations, brokerages and industry technology providers. For more information, visit [www.reso.org](http://www.reso.org). Interested Candidates should contact [CEOSearch@reso.org](mailto:CEOSearch@reso.org).