



Job Notice: Association Executive

Canyon County Regional REALTORS® (2CRR) is a professional nonprofit trade association serving approximately 1,000 REALTOR® members across Canyon and Owyhee counties. Formed through the unification of two long standing local boards: Caldwell Board of REALTORS®; and the Nampa Association of REALTORS®, 2CRR is a new association built on deep roots, shared history, and a commitment to collaboration. Our mission is to promote and maintain high standards of professionalism and conduct within the real estate industry. 2CRR members are also members of the Idaho REALTORS® and the National Association of REALTORS®, and adhere to a strict Code of Ethics that supports integrity, advocacy, and service to both our members and our communities.

Essential Duties, Responsibilities, and Qualifications

This position provides strategic leadership for the Association by managing professional staff, including staff recruitment, development, performance, and workplace culture to support the Association's mission and strategic plans. The role includes responsibility for financial management, operations, governance, and strategic and business planning, while advising the Board of Directors on staffing and organizational needs. The successful candidate will serve as a key representative of the Association in community and external relations, public and media settings, and member engagement efforts, ensuring high-quality member services. Experience with public speaking, media relations, social media, and emerging technologies, including AI tools, is required. The position requires ongoing professional development, including a minimum of eight (8) hours of continuing education annually to meet NAR core standards. Instate and out of state travel, approximately three to four times per year is required. The ideal candidate is service-oriented, emotionally intelligent, detail-oriented, and organized, with the ability to motivate and empower others, build strong relationships, demonstrate initiative, and lead with enthusiasm, positivity, and accountability.

Education and Experience

A bachelor's degree is preferred, or an equivalent combination of relevant education and professional experience. Ideal candidates would have a minimum of two (2) years of senior-level or executive management experience. The Registered Certified Executive (RCE) and/or Certified Association Executive (CAE) designation is preferred. Licensed REALTOR® applicants, if selected for this position, will be required to place their active real estate license on inactive status for the duration of their employment.

Compensation, Benefits, and Application Process

The annual salary range for this position is **\$70,000–\$90,000**, based on qualifications and experience. A competitive benefits package may include health benefits, professional development support, and a technology stipend.

Interested candidates may apply by submitting a résumé and a letter of interest via email at employment@2cregionalrealtors.com. Applicants will be considered until the position is filled.



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Strategic Plan & Business Planning

- Partners with the Board of Directors to develop, implement, and evaluate the Association's mission, vision, organizational values, strategic goals, and annual business plan.
- Translates strategic priorities into actionable programs, staff objectives, and measurable outcomes.
- Evaluates organizational performance and recommends adjustments to ensure alignment with member needs, industry trends, and long-term sustainability.
- Ensures committees, programs, and initiatives are aligned with the Association's strategic and business plans.
- Oversees leadership development efforts and supports volunteer succession planning to ensure continuity and future leadership strength.

Association Management

- Provides overall leadership and direction for the Association's operations, staff, programs, and resources.
- Works closely with the President, officers, and Board of Directors by advising on policy, operational, and strategic matters impacting the Association and the real estate industry.
- Serves as an ex-officio, non-voting member of the Board of Directors, providing administrative, technical, and strategic support.
- Plans, organizes, and supports Board and membership meetings, including agenda preparation, reports, and follow-up.
- Develops, oversees, and evaluates member services, programs, communications, and educational offerings that advance the professional and technical skills of the membership.
- Maintains a strong, visible presence with the membership and facilitates constructive dialogue across diverse member perspectives.
- Represents the Association in relationships with Idaho REALTORS®, the National Association of REALTORS®, local associations, and related industry organizations.
- Ensures compliance with NAR Core Standards and promotes legislative Calls-to-Action and advocacy initiatives to the membership.
- Serves as a spokesperson for the Association in coordination with the President and maintains effective public, media, and community relations.

Administrative Responsibilities

- Establishes and maintains administrative policies, procedures, and governance practices in compliance with applicable state and federal laws, Association bylaws, and best practices.
- Oversees the professional staff structure, including recruitment, development, performance management, evaluation, and retention, fostering a collaborative, accountable, and member-focused workplace culture. To include managing 1-2 employees on behalf of the association.
- Conducts regular reviews of staff position descriptions, compensation and benefits structures, and employee policies, recommending updates to the Board of Directors as appropriate.
- Maintains and updates the Employee Handbook to ensure legal compliance and alignment with organizational values.
- Oversees the Association's financial operations, including budgeting, long-range financial forecasting, and coordination with the Finance Committee and accounting staff; advises on significant budget variances. Works with the president elect to develop a budget for the upcoming year to be approved by the Board.
- Safeguards the Association's physical, financial, and technological assets, ensuring systems and resources support effective performance.
- Ensures the legal integrity of the Association and compliance with its charter and all applicable laws and regulations.
- Reviews governing documents regularly and recommends updates to the Board of Directors as needed.