



**EXECUTIVE DIRECTOR/MANAGEMENT CONTRACTOR
AFRICAN-AMERICAN REAL ESTATE PROFESSIONALS
WASHINGTON, DC**

\$90,000 - \$120,000

African-American Real Estate Professionals Washington, DC is seeking an experienced, collaborative, and thoughtful leader to support the strategy, goals, and tactics of this membership-based organization.

ABOUT AAREP DC

For over 25 years, African-American Real Estate Professionals Washington DC (AAREP DC) has played a leading role in creating a supportive network for Black commercial real estate professionals. AAREP DC educates members on the state of the industry and teaches them how to support one another via meaningful networks. The organization brings together like-minded real estate professionals and offers professional development opportunities that equip members with the tools they need to navigate and manage their careers and businesses.

AAREP DC hosts regular events and programming for its members and the larger community focused on providing access to opportunities, networking, educational enrichment and community engagement. Members of AAREP DC have special access to events that assist in building the foundation required for success in commercial real estate, including generating new business, accessing capital, and establishing and maintaining impactful business relationships.

AAREP DC's programs and activities challenge each member to do their part to ensure the continued success of the organization and ecosystem of Black real estate professionals in DC.

ABOUT THE POSITION

In collaboration with the Board of Directors, the Management Contractor (MC) will directly develop and implement the strategy, goals, and tactics for AAREP to become a strong advocacy and membership-based organization. The position is an independent contractor role (1099 employee) and includes responsibility for both the 501c3 and 501c6 arms of the organization. The Management Contractor may work remotely but should reside in the Washington metropolitan area.

Responsibilities

The MC is expected to assume the following responsibilities across three broad categories of work:

Administration

- Ensure the mission and core values of AAREP are put into practice.
- Participate with the Board of Directors in developing and implementing a vision and strategic plan to guide the organization.
- Lead and execute the day-to-day AAREP operations, including the membership, program and financial management of the organization.
- Assist AAREP Executive Committee in recruitment, training, mentoring, and planning of volunteers, quarterly board meetings, annual board retreat, new board member orientation, board trainings, and annual conference.
- Assist AAREP Board Committees in their work by maintaining contact with committee chairs, providing oversight for committee meetings and providing assistance and guidance as needed.
- Ensure timely completion of monthly financial statements and annual reports (990s) to IRS.

Advocacy and Policy

- Coordinate with the Executive team and wider membership in developing consensus strategies for advocacy and policy priorities.
- Track DC legislation to advocate for issues that will support AAREP members.
- Seek opportunities for representation in positions of leadership across industries.
- Establish and maintain a relationship with the Mayor's office and District agencies.
- Develop relationships with elected officials and other policymakers and identify opportunities for policy advocacy based on AAREP goals.
- Organize public policy advocacy actions such as petitions, sign-on letters, testimony, and other efforts to advance AAREP goals.

Fundraising and Membership

- Develop relationships with current and potential sponsors of AAREP.
- Prepare proposals for support, write grant reports on accomplishments, and identify and cultivate potential sponsors.
- Develop programs for the broader community to raise awareness of issues facing AAREP members.
- Write content for newsletter and other materials.
- Liaise with relevant DC real estate organizations to advance AAREP programs and initiatives.

Qualifications

The qualified candidate will be knowledgeable in the area of real estate, particularly in the Washington, DC area, and have progressive experience in fundraising, advocacy, and the administrative matters and management of a not-for-profit organization. Leadership experience within a membership organization or professional association is preferred.

Especially strong candidates will have the following skills and experiences:

- Strong political acumen/experience and existing relationships within the region's real estate ecosystem
- Strong financial management skills, including budget development and management
- Effective strategic and interpersonal communication skills with diverse audiences, including elected officials, business owners, executives, and other stakeholder groups
- Government relations; legislative affairs; and policy development/analysis related to the real estate sector
- Effective program development skills
- Experience developing and implementing effective fundraising strategies
- The ability to effectively collaborate with diverse community-based organizations

TO APPLY

African-American Real Estate Professionals Washington, DC is partnering with POLIHIRE to identify an Management Contractor. If you are interested in this opportunity, please [click here](#) to submit your application.