

Executive Director

[Rental Property Owners Association of Kent County \(RPOA\)](#)

Grand Rapids, MI

The RPOA is a nonprofit business association whose mission is to support and facilitate its members' success in ethical real estate investment and rental property management through its leadership. The association is a recipient of several awards for education, publications, government affairs, and benefits and services from the National Real Estate Investors Association and the Grand Rapids based Greater Regional Alliance of REALTORS®. The association also operates and hosts the highly rated Rental Property Owner and Real Estate Investor Podcast.

The RPOA seeks an outstanding Executive Director to oversee and implement its strategic plan, grow the association, and manage the resources of the organization to realize its vision, mission, values, and objectives. Along with the board of directors, the qualifying candidate will be responsible for setting and implementing strategy, building and maintaining strong relationships with industry partners, business partners, local government, and those in the spear of influence in the community.

Under the direction and guidance of the Board of Directors, the qualifying candidate will lead the consistent achievement of RPOA's operational goals, financial objectives, public relations strategies, educational programming, and membership development goals. The Director also oversees the design, delivery, and quality of the association's programs, benefits, and services. The qualifying candidate will provide leadership, motivation and serve as a coach and mentor to the RPOA's dedicated and passionate staff.

Minimum Requirements:

Bachelor's degree or experience in association management. The candidate must be professional in manner, goal and results oriented, organized and self-managed, possess equally good leadership and management skills, demonstrate excellent written and oral communications skills and be versed in Microsoft computer software, including Windows 365 and Windows OS.

Preference will be given to candidates with proven experience in the real estate or property management fields; previous experience with real estate or property management associations; lobbying and/or PAC experience; and graduates of the U.S. Chamber of Commerce, Institute for Organization Management.

Benefits:

- Medical Insurance
- Generous Paid Time Off (PTO)
- SIMPLE IRA 3% Match
- Short-term Disability

Other Benefits of Working with the RPOA:

- Over 1,600 members strong.
- Celebrating over 50 years in business.
- National leader in real estate investor associations (REIA).
- One of the largest REIA's in the United States.
- Statewide leading REIA with affiliates in eight Michigan cities.
- A participating member of the RPOA of Michigan.
- Flexible Schedule

Full Time

(Salary Range: \$62,000-92,000)

Letters of Application & Resumes Should be Mailed to:

RPOA

1459 Michigan Street NE

Grand Rapids, MI 49503

or Emailed to:

clayp@rpoaonline.org