



ONTARIO REAL ESTATE ASSOCIATION

99 Duncan Mill Road, Don Mills, ON M3B 1Z2

Head of Membership and Leadership Development

OREA's Mission:

At OREA, it is our goal to keep the dream of home ownership alive in Ontario. That's why we have made it our mission to help Ontario's 80,000 REALTORS® succeed in building stronger communities. We deliver on that mission by providing services that assist our members in their day-to-day business practices, like Standard Forms, Government Advocacy and Leadership Training. OREA speaks to a variety of audiences, including consumers, media, policy makers, real estate leaders, the provincial regulator, other associations and of course, Ontario REALTORS®.

Job Description:

We currently have an opening for **Head of Membership and Leadership Development** in our Membership and Technology Department. This position will be responsible for the strategy, development, and evaluation of all programs and events offered by Membership and Leadership Development to meet the highest standards of learning.

Major Responsibilities:

Responsibilities include but not limited to the following:

- Identify training and development initiatives that will meet the needs of volunteer and staff leaders and advance the OREA Strategic Plan
- Conduct training needs assessments and recommend training initiatives
- Develop budgets including fund allocation, revenue collection, budget projection, expenditures, etc.
- Oversee the orientation of new members to OREA and its member services
- Work with clients, staff, and vendors to plan, design and implement learning programs and events
- Ensure that the Learning Management System (MyAcademy) achieves the highest levels of participant use and satisfaction

- Ensure that training delivery methods meet the needs of volunteer leaders, including alternative delivery methods such as webinar, eWorkshop, podcasts and online tutorials
- Assess, identify, and implement annual new OREA director orientation and board orientation
- Coordinate and execute Train-the-Trainer program
- Partner with other real estate organizations (i.e., local boards, CREA and NAR) to launch mutually beneficial initiatives
- Utilize research, formal and informal evaluation to assess the membership and leadership development programs ability to achieve the desired outcomes
- Promote membership and leadership development programs and educate others on the value it provides
- Manage existing and initiate new relationships with consultants, facilitators, and service providers in all areas of training design, development, production, delivery and evaluation to expand the resources available to the department

Qualifications and Skills:

- 8 -10 years of Strategic leadership experience in an adult learning environment
- Bachelor's Degree and/or equivalent experience required
- CTDP Certification from Canadian Society of Training and Development an asset
- Certified Association Executive (CAE) designation an asset
- Training, design and development experience
- Volunteer development experience
- Competent in the use of Microsoft Office especially PowerPoint, Word, and Excel
- Public speaking/facilitation/course-delivery experience
- Willingness to travel (as required) and to work both independently and with a team to deliver high-quality training
- Superior communication, project management and facilitation skills
- Ability to achieve specified objectives and to deliver product/services in a timely, cost-effective manner
- Experience working with Not-for-Profit Associations would be an asset

Why OREA?

- We work on award winning-campaigns, world class events and some of the biggest issues (i.e. housing/real estate) in Canada!
- We offer a complete salary, defined pension contribution plan and awesome health benefits
- We offer a hybrid work-from-home policy with flexible work schedules so our staff can spend more time with family and friends and less time commuting
- We help our staff grow their skills to advance their careers through individual professional development budgets
- We provide staff with the best technology (i.e. laptops, smartphones etc.) and full-time support
- We offer a very competitive vacation package to all staff and additional time off throughout the year for birthdays, moving, bereavement and more!

Interested applicants should submit their resume and cover letter, including salary expectations, in confidence to the attention of career@orea.com on or before July 15, 2022. We thank all applicants in advance for their interest in OREA but only those selected for interview will be contacted.

OREA is committed to inclusive and accessible employment practices. If you require an accommodation to fully participate in the hiring process, please notify the Human Resources Department.