

Memphis Investors Group (MIG) Executive Director Position

Summary

The Memphis Investors Group (MIG) is seeking a full-time Executive Director to work with the MIG Board of Directors in developing goals and implementing programs to enhance, develop and build the club as well as oversee day to day operations.

Founded in 2001, MIG exists to serve the Memphis-area real estate investment community. MIG's mission is to provide its members the education, training, motivation and networking opportunities that will further the member's ability to successfully invest in real estate as well as building, strengthening and investing in the community in which we live.

MIG is a full-time, 501.C6 Non-Profit TN association offering its members exciting educational and networking opportunities and an array of money-saving benefits.

- MIG is *NOT* a co-op group or investing firm. MIG does NOT pool members' resources for investments NOR does MIG recommend specific investments to its members.
- MIG believes that education is the cornerstone of success as a real estate entrepreneur. MIG's primary goal has been and remains to provide an array of educational opportunities and avenues for networking and sharing information. This goal is accomplished primarily through the course of our monthly membership meetings, various workshops, seminars, discussion groups and a newsletter.
- Through a code of ethics, MIG strives to reinforce the practices of responsible property management, project management and generally ethical business practices at all times.

To learn more about MIG, please visit MIG's website at Memphisinvestorsgroup.com

Duties and Responsibilities

The list below outlines the major duties and responsibilities of the MIG Executive Director. Because MIG's members, sponsors, programs, benefits and opportunities are dynamic, the following list is not meant to be exclusive or represent the complete nature of the Executive Director position.

- A. With the assistance of the Board of Directors, plan and develop yearly goals and programs aimed at the improvement and betterment of the organization.
- B. Develop and grow club membership and sponsorship.
- C. Develop, implement and maintain clear and concise social media marketing and member benefit strategies, including ads, on-line forums, pictures, etc.
- D. Develop and implement compelling and engaging marketing plans and strategies.

- E. Act as the main point of contact for the organization.
- F. Continuously review, develop, update and implement improved sponsorship packages.
- G. Continuously review, develop, update and enhance member benefits.
- H. Develop and implement member retention programs.
- I. Develop and implement new member orientation and welcome packages.
- J. With assistance from the Board of Directors, develop and implement new and appropriately targeted types of programming.
- K. Develop and publish a monthly physical and electronic newsletter.
- L. Develop programs to recruit, organize and focus volunteers.
- M. Develop an annual budget for review and approval by the Board of Directors.
- N. Develop and document procedures pertaining to the basic operations of the club.
- O. Other duties and responsibilities as assigned by the Board of Directors or MIG President.

The position requires **no** individual fund raising as MIG has current revenue structures in place. It will however be the job of the administrator to build upon and grow those revenue structures.

There is also **no** grant compliance necessary for this position.

The position does require some light lifting as well as travel to and from MIG events.

Qualifications

MIG is seeking an individual who will put their full-time focus and direct experience towards managing, organizing, promoting and developing MIG. As such, MIG seeks a candidate with the following qualifications:

- A. College degree in non-profit administration or similar degree, or equivalent experience.
- B. Minimum 2 years of progressively responsible work experience directly related to club/non-profit administration and organization with related college degree or 5 years without college degree.
- C. Experience managing and organizing volunteers.

D. Significant marketing experience, including social media management and marketing (Please submit samples of your work in this area with your application for consideration).

E. Ability to work without constant and direct supervision on multiple projects with multiple deadlines. Ability to work a flexible schedule including some nights and week-ends to attend and oversee club events and seminars.

F. Demonstrated strong, effective and concise written and oral communication skills (Please submit samples of your work in this area with your application for consideration).

G. Experience with technology including word processing, spreadsheet, database and presentation software. Web design is a bonus.

Compensation

MIG is offering a competitive compensation package which includes:

A. Base Salary of \$45,000 - \$60,000 yearly (based upon qualifications and experience)

B. Bonuses and Commissions (Paid yearly upon review by Board of Directors)

a. Percentage of net club profits.

b. Commission on new revenue entirely generated by the ED.

c. Retention Bonus on every member retained for longer than 1 year.

C. Benefits

a. Health, dental and vision

b. 15 days of paid time off (PTO)

c. IRA match up to \$1,000

d. Travel and Mileage Compensation.

As demonstrated above, the successful candidate will be able to grow their compensation as MIG grows. The limits of the Executive Director's compensation is only be limited by their efforts.

To apply, please submit a cover letter, resume and requested writing and work samples to the following e-mail address by November 30, 2020.

MIGexecutivedirectorsearch@gmail.com Targeted hire date is in the beginning of the new year. All applications become the property of MIG. MIG is an equal opportunity employer.