

PROFESSIONAL DEVELOPMENT PROGRAM MANAGER

Primary Responsibility:

The Professional Development Director plans, directs, and manages the MIBOR Master Professional Certification (MPRO) program, the MIBOR Real Estate Academy of Leadership (REAL) program, and coordinates other educational offerings with a focus on meeting the strategic objectives of the organization. Specifically, this position focuses on ensuring our members demonstrate the highest standards of professionalism to best serve the needs of the home buying and selling public and share the common responsibility to uphold the standards of their profession.

Specific Responsibilities:

1. Plans, directs, and manages all aspects of the MIBOR Master Professional Certification Program.
2. Serves as primary liaison to the Real Estate Academy of Leadership (REAL), planning, directing, and managing all aspects of the program to ensure relevant high-quality content and a successful program year with each moderator.
3. Seeks out and recommends relevant educational topics for the membership and staff.
4. Plans, manages, and coordinates all educational offerings to the membership, including but not limited to in person, online and on demand platforms: New Member Orientation, Broker/Owner Meetings, Raise the Bar, DEI sessions, Professional Standards Hearing Panel Chair Review session, professional standards trainings/meetings and any other educational offerings.
5. Coordinates registration, certification, and reporting of professional development activities, ensuring compliance with state regulations.
6. Ensures all educational programming is conducted within budget and participates in the budgeting process for educational programming.
7. Collaborates with the Communications Department on marketing strategies for professional development opportunities.
8. Attends Division meetings. Events, and otherwise engages the membership to gain knowledge of relevant timely educational topics.
9. Provides updates and content changes to relevant program webpages.
10. Contributes to team effort by accomplishing related results as needed.
11. Leads other special projects at the request of Vice President of Professional Services.

Competencies:

- Strong commitment to member service
- Excellent communication skills; both written and verbal
- Organized, flexible, and detail-oriented
- Exhibits empathy and possesses excellent interpersonal skills
- Excellent communication skills, written and verbal
- Able to handle multiple projects and prioritize work to meet deadlines
- Takes initiative
- Exhibits a professional countenance and demeanor
- Technical capacity/Microsoft Office familiarity
- College Degree or equivalent experience
- Can subscribe to MIBOR Values: Service, Excellence, Integrity, Collaboration and Family

Teams: Marketing and Communications

Reports to: Marketing and Communications