

Open Position: Client Manager

Employer: Minneapolis Area Association of REALTORS®

The **Minneapolis Area Association of REALTORS® (MAAR)** is a not-for-profit trade association representing the interests of 8,000 REALTORS® in the Twin Cities that are active in all phases of real estate brokerage, development, property management and appraisal. MAAR supports an organized real estate environment and provides local REALTORS® and the broader community with essential market information.

10K Research & Marketing (10K) is a for-profit division within MAAR that provides market reporting and technology services to Multiple Listing Services (MLSs), REALTOR® Associations and real estate brokerages across North America.

The **Client Manager** is a full-time position that will be split approximately 10%/90% between MAAR and 10K duties and report directly to the CEO and Director of Research.

Key Responsibilities:

- Manage relationships with 10K clients as the primary point of contact
- Construct a client management strategy aimed at developing new clients and maintaining existing clients
- Oversee the scheduling and administration of monthly reporting processes.
- Administer and organize client contracts
- Work with accounting and finance staff to oversee 10K A/P and A/R
- Collaborate on business development, product development and sales initiatives with other 10K staff

Qualifications:

- Requirements:
 - Bachelor's Degree
 - 2-3 years of work experience in a relevant field
 - Customer Relations experience
- Experience preferred but not required in:
 - Real estate
 - MLS
- Qualities:
 - Customer-centric
 - Ability to meet deadlines on multiple projects simultaneously
 - Detailed and organized
 - Excellent written and verbal communication skills
 - Creative, self-starter, team player
 - Ability to work closely with non-technical staff to achieve objectives

A competitive salary and benefits package combined with a fun work environment.

Please provide a full resume, letter of interest and anything else you think we need to know about you to the following email address. Please put "Client Management Position" in the header of the email:

rebeccaw@mplsrealtor.com (Rebecca Walker)
Care of: Jeff Allen, Director of Research

Submissions will be accepted until the end of business on Friday, July 16.