

**The following position with NAIOP NJ will become available August 23, 2021**

**Director of Programs and Education**

The ideal candidate is a dynamic, mature professional with a few years of experience in non-profit association management and/or event planning. Must be a self-starter (well organized, attentive to detail) with an outgoing personality and excellent (verbal, written, social media) communication skills. Works closely with CEO, staff and volunteer committee members to achieve goals and objectives. Primarily responsible for developing, executing and coordinating programs, seminars and tours; event planning including research, topic selection, delivery strategy, securing speakers, contract negotiations, managing technology and digital platforms for virtual events; developing, managing and reconciling program budgets; managing continuing education (CEU) program including course creation, provider licensing from professional boards, instructor approvals, record keeping and tracking members' earned credits; and website updates.

Duties also include: attending events, serving as resource for member questions; and other general office work (e.g., phones). Must be proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher). Knowledge of economic development, public policies and commercial real estate is a plus. Salary is in the low to mid-fifties with bonus and full benefits package. To apply, send cover letter and resume to [gjaquinto@naiopnj.org](mailto:gjaquinto@naiopnj.org). Your cover letter should be addressed to Michael McGuinness, CEO, NAIOP NJ.

NAIOP is the leading association for developers, owners and investors of office, industrial, retail and mixed-use real estate comprised of nearly 18,000 members and 53 chapters throughout North America. The 800 member NJ Chapter provides strong advocacy, education and business development opportunities through a powerful network of professionals.