



## **POSITION: DIRECTOR OF COMMUNITY RELATIONS**

**GENERAL ACTIVITIES/DUTIES:** It shall be the duty of the Director of Community Relations to enhance the awareness of CREW Denver in the larger Denver commercial real estate market and advance the overall implementation of the current strategic plan. Oversees and directs the following activities: increase awareness of CREW Denver events and programs; seek opportunities for strategic partnerships with related organizations whose goals and missions are compatible with or would advance those of CREW Denver; seek opportunities for CREW Denver to participate in third-party events, as speakers, exhibitors or award nominees; enhance CREW Denver's reach in the community by partnering with Women Owned Small Businesses, when applicable; advance the mission of CREW Denver through community involvement and service; and such other duties as designated by the Board of Directors.

### **ALL BOARD POSITIONS GENERAL ACTIVITIES/DUTIES:**

- Overall planning of CREW Denver direction and priorities and coordination of all CREW Denver activities, with other Board members and committee chairs.
- Attendance at CREW Denver events.
- Regular communication with committee members and chairpersons to communicate Board goals and strategy.
- Regular communication with the Board through written reports, email, conference calls and individual conversations.
- Participate with the CREW Denver Board of Directors in achieving the CREW Denver mission - to advance the careers of women in commercial real estate.
- Increase credibility and visibility of CREW Denver both locally and nationally.
- See that CREW Denver's activities are in support of the Strategic Plan and priorities set by the Board.
- Consider becoming a corporate sponsor of CREW Denver (encouraged, but not required).

### **EXPECTATIONS**

- Attend monthly Board meetings, prepare Board reports and other materials, and review Board reports in advance of meetings to allow for strategic meetings.
- Attend committee meetings. Communicate updates and information to committees to ensure that committees have relevant, timely information about CREW Denver goals, commitments and strategies.
- Attend year-end transition meeting for transition planning to act as new director or strategic planning to continue role in the following year.
- Work with outgoing Director prior to taking office to ensure smooth leadership transition. In particular, work with outgoing Director to prepare budget and calendar for upcoming year and identify committee leaders and members. Similarly, at end of term, mentor incoming Director and Leaders to ensure smooth leadership transition.
- Work with committees to identify committee chairs and succession strategies at the committee level.





- Attend monthly luncheons and networking events. All Directors are encouraged to attend the CREW Network Leadership Summits (twice per year), along with the (2) delegates, and the annual CREW Network Convention and Marketplace (in fall).  
Mentor committee members in their leadership development and role in CREW to empower committees and individuals to achieve their goals and find paths to further leadership opportunities in the organization, their careers, and the community.

**DESIRED TRAINING/CHARACTERISTICS FOR ALL BOARD POSITIONS:**

- Ability to synthesize disparate views and bring others to consensus
- Ability to motivate and delegate to others
- Experienced in strategic thinking and "big picture" planning
- Good speaking and writing skills
- Dedication to the CREW Denver - proven performance and willingness to put the good of the organization ahead of personal agenda
- Good sense of fairness

