



Position Profile

Position Title: Benefits Director

Organization: National Association of Realtors - Chicago

Reporting to: Senior Vice President, Talent Development and Resources

Date: March 2023

ORGANIZATION SUMMARY

The National Association of REALTORS® (NAR) is a team of professionals dedicated to providing world-class service to over 1.5 million REALTORS® working in the United States and around the world. The real estate industry is fast-paced and fast-changing--each year, our members participate in the sale, lease, and management of billions of dollars in real estate. As in every industry, our members' value proposition is constantly being challenged by innovation.

It is our mission to help REALTORS® navigate that change and thrive in their careers. We cannot do that without the ideas, passion, and commitment from our talented employees. As our greatest assets, employees are offered their pick of competitive benefits/perks and flexible work options. NAR is certified as a Great Place to Work®. Our most successful employees are committed to our Core Values, which are:

Putting members first
Leading change
Advancing Diversity and Inclusion
Giving respect
Collaborating
Communicating

POSITION SUMMARY:

The National Association of REALTORS® (NAR) is looking for a highly motivated Director of Benefits with a record of success to join our Talent Development and Resources team. The Director of Benefits is responsible for overseeing the planning, design, and strategy of all benefit plans and the Human Resources Information Systems (HRIS) for approximately 650 employees. In strong partnership with the SVP, the Director ensures optimal program and service delivery and compliance with applicable laws and regulations while continuing to offer programs that meet the needs of the organization and employees.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Oversee the management and administration of benefit programs including but not limited to medical, dental, vision, life insurance, flexible benefits plan, wellness, disability plans, 401(k), COBRA, FMLA and time off policies.
- In partnership with the Benefits team and outside vendors/partners, review, analyze and monitor the benefits market to determine employee needs, trends, regulations, and practices, and develop competitive programs and services.
- Lead annual Open Enrollment and plan renewal processes, including evaluation of costs, design reviews, data requirements, and communications.
- Oversee retirement plans and define offerings best suited to our employees' needs and organizational objectives.
- Direct the development, maintenance, enhancement, and optimization of the HRIS. Provide oversight in ensuring HRIS data maintenance and integrity.
- Collaborate w/Director, Internal Communications, to develop messaging that enhances employees' understanding of benefits offerings.
- Prepare and execute, with legal consultation, benefit documentation, such as original and amended plan texts, benefit contracts, and insurance policies.
- Provide the benefits team with leadership, strategic direction, and support.
- Other duties, as assigned.

QUALIFICATIONS

- At least ten years of benefits plan leadership experience; at least three years supervisory experience. Open and supportive leadership style.
- Strong technical competencies with HR Management Systems, preferably ADP, and vendor benefit systems to understand their interfaces, and prepare regular and ad hoc reports.
- Advanced competency with Microsoft Excel
- Skilled in meeting deadlines and adapting to fast-changing priorities in a challenging work environment.
- Strong analytic skills and ability to think in innovative ways to find solutions to problems.
- Demonstrated experience in taking initiative, working independently and collaboratively in a team environment.
- Strong executive presence and interpersonal skills with a high level of response to all inquiries.

The National Association of Realtors has retained CMP to conduct this search. All interested



candidates are asked to contact Gayle Norton at gnorton@careemp.com. All inquiries and discussions will be considered strictly confidential.

CMP is a retained search firm with a national reach across multiple industries. Offering solutions across the talent lifecycle to include executive search, alternate recruitment solutions, executive coaching, assessment and career transitional services. CMP is a proud 20-year-old, woman and minority-owned firm with a commitment to diversity and inclusion.

The intent of this Position Profile is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job- related tasks other than those specifically presented in this description.