



Job Title: Multiple Listing Service (MLS) Director

Reports To: Chief Executive Officer / Association Executive

Classification: Full-Time, Exempt

Location: [Vail, Colorado, Hybrid/Remote Status]

Position Summary:

The MLS Director is responsible for overseeing the strategic direction, daily operations, compliance, training, and member support for the Multiple Listing Service (MLS). This leadership role ensures the MLS delivers accurate, innovative, and high-value services that support real estate professionals and align with industry standards, local association goals, and national policies.

Key Responsibilities:

Leadership & Strategy

- Develop and implement the MLS's strategic plan in coordination with the CEO and Board of Directors.
- Act as staff liaison to the MLS Committee and provide support to related work groups and task forces.
- Research and recommend technology solutions that enhance the MLS experience and meet emerging market needs.
- Foster a culture of service, innovation, compliance, and professionalism.

Operations & Compliance

- Ensure MLS operations meet NAR MLS Policy, RESO standards, and local rules and regulations.
- Maintain and enforce the MLS Rules & Regulations and Data Integrity Policy.
- Coordinate and monitor data feeds, vendor contracts, IDX/VOW compliance, and syndication options.
- Manage relationships with MLS software providers and vendors, overseeing performance and contract compliance.

Member Services & Training

- Provide technical support and user assistance for MLS tools and products.
- Develop and deliver training programs, resources, and materials to increase MLS user proficiency.
- Respond to member concerns and resolve disputes related to MLS use, compliance, or data accuracy.

Data Management & Reporting

- Oversee listing data quality, audits, and correction processes.
- Generate regular reports for leadership on MLS usage, compliance, market activity, and performance metrics.
- Support third-party data licensing and analytics initiatives where appropriate.

Qualifications:

- 3+ years managing data technologies/platforms, and implementation of data policies and procedures.
- Excellent written and verbal communication skills.
- Proven ability to lead projects, manage competing priorities, and work with volunteer leaders.
- Proficiency in Microsoft Office, data tools, and web-based applications.

Preferred:

- Experience in MLS operations, real estate technology, or REALTOR® association administration.
Working knowledge of MLS systems (e.g., Flexmls, Matrix, Rapattoni, Paragon).
Strong understanding of real estate industry practices, RESO standards, and NAR MLS policy.CMLX or other relevant industry certification.
- Experience working with REALTOR® association governance or in a multi-association/shared services environment.

Compensation and Benefits:

- Salary range: \$55,000–\$70,000, commensurate with experience
- Paid health, dental, and vision insurance
- Paid time off (PTO) earned and accrued

To Apply:

Please submit your application and cover letter via email to Kendra Murray at kendra@vbr.net by **September 15, 2025**.