

Job Title: Director of Communications

Location: Dallas, Texas

Reports to: CEO

Job Type: Full Time

About NTREIS

We operate a leading multiple listing service (MLS) in the real estate sector, serving the North Texas and Northwest Louisiana markets. Our organization provides critical infrastructure and technology solutions that enable real estate professionals to effectively serve their clients and communities.

Position Overview

We are seeking a dynamic and experienced Communications Director to lead our communications and brand management strategy. This role will be instrumental in enhancing our public image and ensuring consistent messaging across all platforms. The ideal candidate will possess a strong background in communication strategy, social media management, and public relations, with a commitment to fostering a collaborative team atmosphere.

Key Responsibilities

- **Strategic Communication Management:**
 - Develop and implement comprehensive communication strategies to enhance NTREIS's brand visibility and reputation.
 - Oversee all aspects of company communications, ensuring alignment with organizational goals and brand values.
- **Social Media Management:**
 - Manage and curate content for NTREIS's social media platforms, engaging with followers and promoting our services effectively.
 - Analyze social media metrics to measure engagement and improve outreach strategies.
- **Press Releases and Media Relations:**
 - Write, edit, and distribute press releases to announce company news, initiatives, and events.

- Build and maintain relationships with media contacts to secure coverage and promote NTREIS's brand.
- **Team Collaboration:**
 - Work closely with cross-functional teams to ensure cohesive messaging and branding across all departments.
 - Foster a positive team environment that encourages innovative ideas and collaboration.

Qualifications

- Bachelor's degree in Communications, Public Relations, Marketing, or a related field.
- 5+ years of experience in communications, public relations, or brand management, preferably in a small business or MLS environment.
- Proven experience in managing social media platforms and developing engaging content.
- Strong writing, editing, and verbal communication skills.
- Ability to work effectively in a team environment and contribute positively to workplace culture.

Personal Attributes

- A positive mindset, adaptable to change and open to new ideas.
- Strong organizational skills and attention to detail.
- Creative thinker with the ability to develop innovative communication strategies.

What We Offer

- A supportive and collaborative work environment.
- Opportunities for professional development and growth.
- Competitive salary and benefits package.

To Apply:

Please submit your resume and a cover letter detailing your relevant experience to careers@ntreis.net. We look forward to welcoming a passionate Communications Director to our NTREIS team!