

JOB DESCRIPTION

Job Title: Association Legal Counsel/Director of Professional Standards
Date Prepared November 13, 2025
Department: Legal Affairs
Reports to: Senior Vice President of Legal Affairs

MNR Organizational Overview

Minnesota Realtors® is a non-profit organization dedicated to helping the state's real estate professionals thrive and grow their businesses. Founded in 1919, Minnesota Realtors® is one of the oldest professional associations in the state.

By uniting and empowering Realtors®, we help build a more prosperous industry and higher quality of life for everyone who calls Minnesota home. We proudly serve 21,000+ Members through:

- Advocate for laws that support our industry, and help more Minnesotans find homes
- Offer legal support, and facilitate ethics hearings and arbitrations
- Providing continuing education for professional development
- Strengthen, uphold, and teach the Realtor Code of Ethics
- Host Events and Networking Opportunities.

ASSOCIATE LEGAL COUNSEL/DIRECTOR OF PROFESSIONAL STANDARDS

The Associate Legal Counsel/Director of Professional Standards will facilitate reviews of ethics complaints and arbitration requests to determine if further investigation is necessary. This person will act as staff administrator and legal counsel for the Association during ethics and arbitrations hearings and respond to consumer and member inquiries on Code of Ethics issues. The Associate Legal Counsel/Director of Professional Standards will also develop and prepare materials for an annual training program for Committee members. As Associate Legal Counsel, this person will also assist in staffing the Legal Hotline as well as assist the Forms Committee, Risk Management Committee and Professional Standards Policy Committee providing legal guidance and instruction on matters related to the Association's Business. These activities would include but are not limited to, writing articles, developing and teaching education classes for our members on various legal topics.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

Essential Duties and Responsibilities:

- Staff the Legal Hotline
- Jointly administer the Professional Standards program with other staff
- Create pertinent and timely articles/videos on risk management issues
- Assist with maintenance of the MNR approved forms
- Assist with review and development of legislative initiatives, as needed
- Staff Administrator for the Risk Management Committee and Forms Committee
- Assist in maintenance of the legal defense fund, buyer/seller arbitration program, copyright submissions, and forms licensing agreements

Legal Hotline:

- Answer and respond to REALTOR® member inquiries regarding general real estate legal matters
- Be current on real estate related legal matters and opinions
- Create monthly Q & A's for the MNR publication
- Maintain database of legal issues relevant to the REALTOR® membership
- Oversee preparation of program reports Assist in maintenance of the legal defense

Administration of Professional Standards:

Work with Senior VP of Legal Affairs/Associate Counsel and Professional Standards Coordinator to:

- Review ethics complaints and arbitration requests received by the Association
- Administer Grievance Reviews and Ethics and Arbitration Hearings
- Manage case files, case management software and handle all necessary related correspondence
- Assist in development of training and continuing education materials

Duties Related to Continuing Education:

- Write courses on Risk Management, Forms, and Professional Standards Issues;
- Film video clips, as required for use in education, presentations, and webinars

Attend NAR Meetings and Training Program and Other Possible Travel Requirements:

- Attend NAR Professional Standards Training as necessary
- Attend the NAR Annual Convention for 3 days/2 nights, as necessary, to attend Professional Standards Committee, Risk Management Committee and the and the MNR Reception
- Attend the NAR Legal Seminars

QUALIFICATIONS:

- **Education:** Juris Doctor.
- **Experience:** One (1) to (5) years of legal experience preferably in residential real estate law.
- **Certifications:** licensed to practice law in Minnesota required
- Must be able to work a **flexible schedule** including weekends, evenings, early mornings.
- Must **be fluent in the English language** and have **valid driver's license**.

PAY TRANSPARENCY:

Minnesota Realtor Association's pay scale is based on the expected range of base pay for this job. Employee pay within this range will be based on a combination of factors including knowledge, skills, abilities, experience, education, and performance.

COMPENSATION RANGE:

\$85,000.00 - \$125,000.00