



**NATIONAL
ASSOCIATION OF
REALTORS®**

SENIOR DIRECTOR, PROCUREMENT & DISBURSEMENT SERVICES

POSITION PROFILE

*Organization: **National Association of Realtors®***

*Location: **Chicago, IL (Hybrid)***



MANEVA



It is NAR's mission to empower REALTORS® as they preserve, protect, and advance the right to real property for all.

The National Association of Realtors® (NAR) is America's largest trade association, representing more than 1.5 million real estate professionals across the United States, including brokers, agents, property managers, appraisers, and other industry specialists. Since 1908, NAR has been a cornerstone of the real estate profession, advocating for property rights, promoting fair housing, and providing members with the tools, data, and education needed to succeed in one of the most dynamic and fast-changing industries in the world.

Through its 54 state and territory associations and more than 1,000 local Realtor boards, NAR operates at every level of the industry, advancing standards of professionalism through its Code of Ethics and serving as a trusted voice for real estate in Washington, D.C. and beyond. Each year, NAR members participate in the sale, lease, and management of billions of dollars in real estate transactions, helping to drive the nation's economy.

NAR's workplace culture is built on respect, collaboration, and inclusion. Guided by core values of Members First, Leading Change, Respect, Collaboration, Diversity & Inclusion, and Communication, NAR fosters a team environment where employees are empowered to innovate, grow professionally, and work together in service of members.

Today, under new executive leadership, NAR is embarking on a bold transformation—modernizing systems, deepening transparency, and strengthening its operational foundation to better serve members and position the organization for long-term excellence. Joining NAR means becoming part of a mission-driven team that plays a vital role in protecting the dream of homeownership and advancing economic opportunity for millions across the country.

You can learn more at <https://www.nar.realtor/>



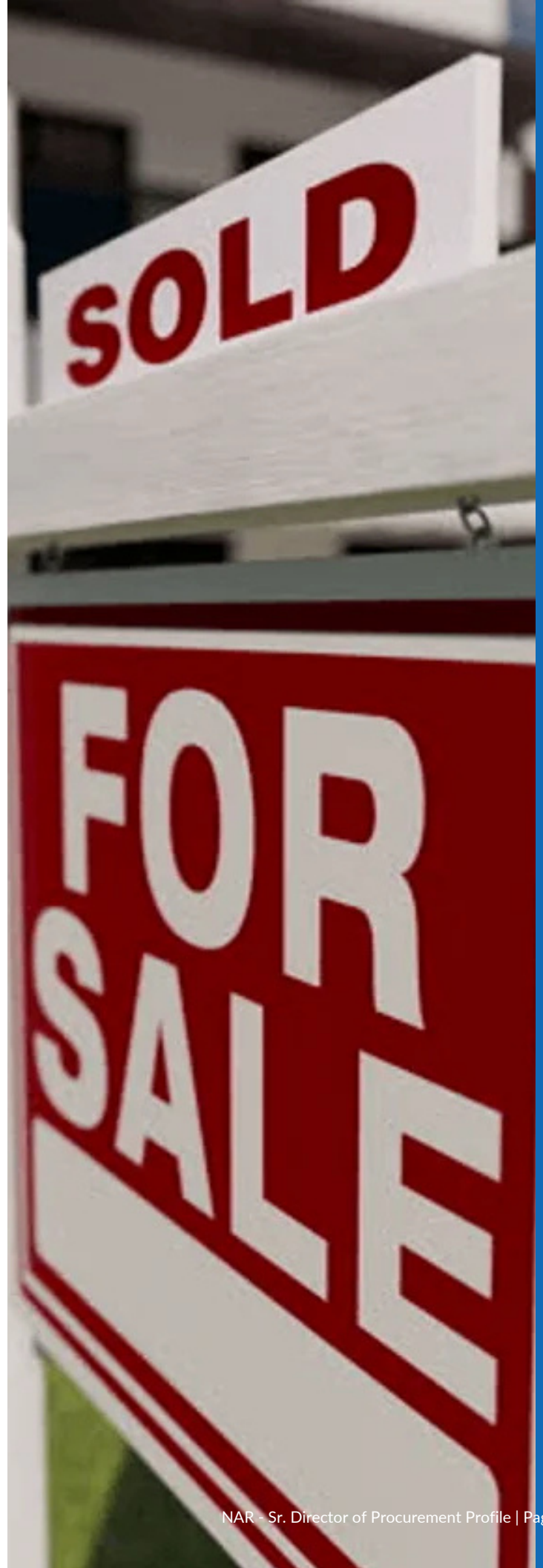
SENIOR DIRECTOR OF PROCUREMENT

The National Association of REALTORS® (NAR) seeks a Senior Director of Procurement and Disbursement Services to lead the organization's full-cycle procurement to payment operations across a complex, multi-entity environment. Reporting to the Chief Financial Officer, this leader will oversee procurement, accounts payable, card programs, and cash management - bringing structure, discipline, and transparency to NAR's financial systems.

The Senior Director will manage a team of five direct reports and play a key role in building a cohesive, high-performing finance operation. With new executive leadership and a renewed commitment to operational excellence, NAR is modernizing its finance function to strengthen accountability and better serve its mission and members.

The Senior Director will play a pivotal role in this transformation by establishing clear workflows, approval structures, and financial controls across the full procure-to-pay cycle. This leader will drive the continued implementation and optimization of NetSuite, ensuring that procurement and payment processes are integrated, efficient, and compliant.

The ideal candidate is both a strategic builder and hands-on operator—capable of assessing current systems, leading a team through change, and fostering trust through thoughtful, results-driven leadership. This is an opportunity to help shape a modern finance operation that reflects NAR's values of integrity, accountability, and excellence.



KEY RESPONSIBILITIES

Procurement and Financial Operations Leadership

- Lead the organization's full procure-to-pay operations, including procurement, accounts payable, cash management, and card programs, ensuring consistency, efficiency, and compliance across NAR's multiple entities.
- Oversee a team of five direct reports, providing leadership, coaching, and direction to build a high-performing, collaborative finance operations team.
- Partner with the CFO and Controller to align procurement and disbursement functions with organizational priorities and financial strategies.

Systems Implementation & Process Modernization

- Drive the continued implementation and optimization of NetSuite, integrating procurement and payment modules to deliver end-to-end visibility and control.
- Establish standardized approval hierarchies, workflows, and documentation practices that ensure operational accuracy and audit readiness.
- Identify and implement process improvements that automate manual tasks, improve efficiency, and strengthen data integrity across systems.

Vendor & Contract Management

- Lead strategic sourcing, vendor selection and consolidation, and high-value contract negotiations to maximize value and mitigate risk.
- Implement a centralized contract lifecycle management approach (repository, renewals, obligations tracking) to improve visibility, compliance, and audit readiness.
- Introduce performance metrics and supplier scorecards to drive accountability and service quality.
- Champion supplier diversity by developing initiatives and partnerships that expand opportunities for diverse, minority-owned, women-owned, and small businesses, aligning with NAR's broader commitment to equity and inclusion.



KEY RESPONSIBILITIES (CONTINUED)

Financial Controls, Risk & Compliance

- Design and maintain internal controls to safeguard assets, reduce financial risk, and ensure compliance with policies, regulations, and audit standards.
- Develop and enforce clear governance over purchasing, payments, and vendor transactions, ensuring accountability at every stage of the process.
- Collaborate with Finance, Legal, and Internal Audit to maintain proper documentation and readiness for all financial reviews.

Analytics, Reporting & Transparency

- Establish spend analytics dashboards and KPI reporting to provide visibility into organizational purchasing trends, supplier performance, disbursement activities, and savings pipeline.
- Use data insights to inform resource allocation, cost management, and process optimization, and make recommendations to the CFO and executive leadership.
- Analyze association-wide spending patterns and drive initiatives that reduce costs, eliminate redundancies, and improve operational effectiveness.

Vendor, Contract & Relationship Management

- Oversee vendor sourcing, contract negotiation, and performance management to ensure cost-effectiveness and value.
- Partner with business units to anticipate procurement needs and provide guidance on compliant purchasing practices.
- Champion supplier diversity initiatives, encouraging engagement with minority-, women-, and veteran-owned businesses.

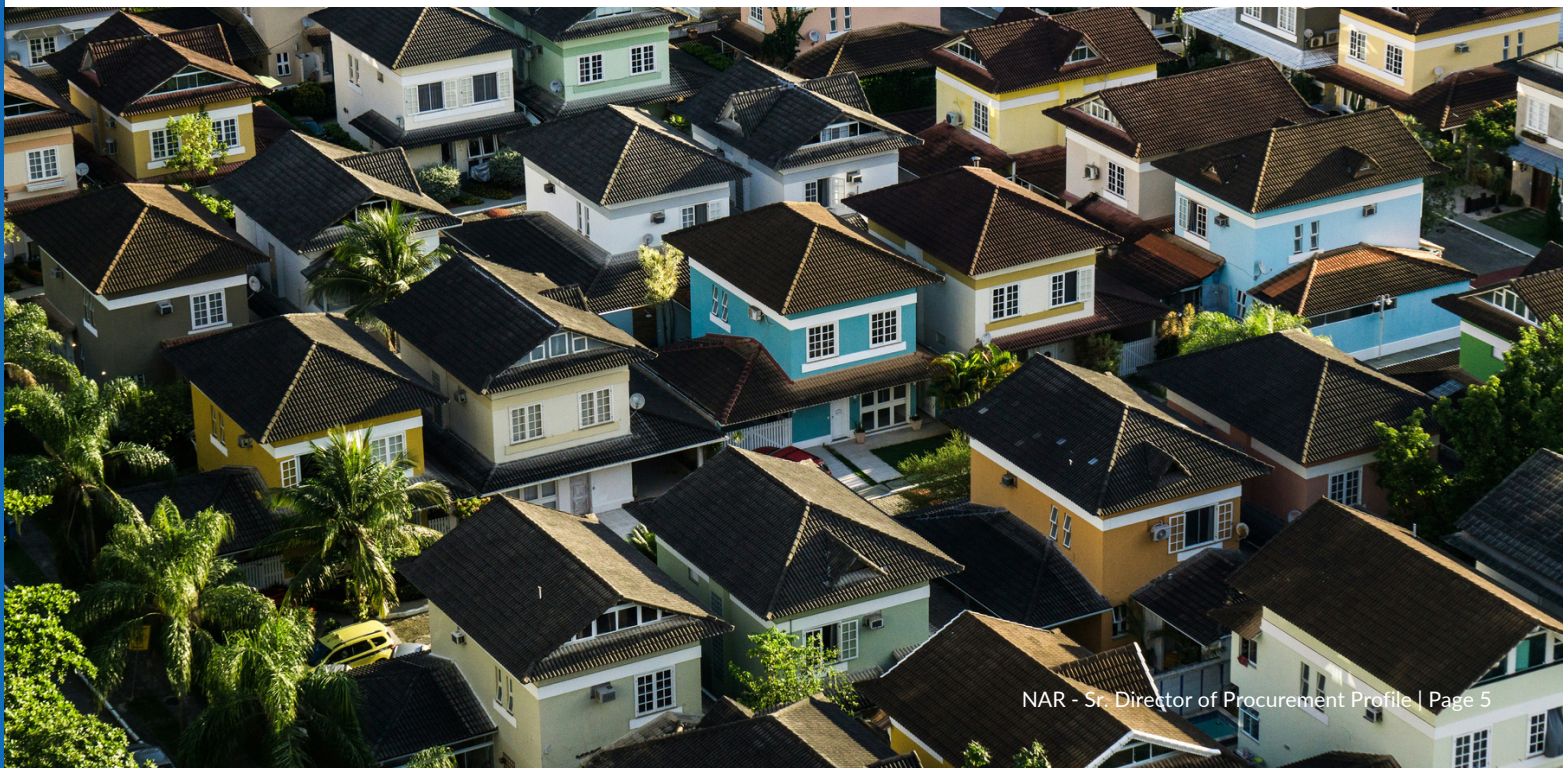
Cross-Functional & Organizational Collaboration

- Serve as a strategic partner to departments and divisions, ensuring procurement and disbursement practices support operational goals and budgetary priorities.
- Influence and engage leaders across NAR's multiple entities, gaining buy-in for standardized practices and consistent financial discipline.
- Provide expertise and training to empower teams to navigate new systems confidently and effectively.



QUALIFICATIONS

- Min of 7 years of progressive experience, in finance operations, procurement, or disbursement management including leadership roles managing staff in a complex, multi-entity, or matrixed environment.
- Bachelor's degree in business administration, Finance, Accounting, Supply Chain Management, or a related field required; master's degree or professional certification preferred
- Proven track record leading ERP/financial system implementations (preferably NetSuite), with deep understanding of workflows, automation, and data integrity.
- Proven ability to assess, redesign, and implement internal controls, workflows, and approval structures that strengthen transparency, compliance, and audit readiness.
- Strong financial and analytical acumen with the ability to interpret spend data, identify efficiencies, and translate insights into actionable strategies.
- Exceptional leadership and communication skills with the ability to build, mentor, and inspire teams, gain buy-in across departments, and drive organizational change with diplomacy and credibility.
- Strategic and hands-on—equally comfortable designing enterprise frameworks and managing day-to-day execution in a fast-paced, high-stakes environment.
- Prior track record in vendor negotiation, contract management, and supplier consolidation with an emphasis on compliance, transparency, and relationship management.



COMPENSATION & BENEFITS

This position is hybrid, with an expectation of working three days per week in the office at 430 N. Michigan Avenue, Chicago, IL 60611.

The salary range for this role is **\$150,000 – \$200,000**, commensurate with skills, experience, and internal equity, with eligibility for a performance-based bonus and a comprehensive benefits package. NAR provides competitive health and wellness coverage, flexible work arrangements, and professional development opportunities that foster both personal growth and career advancement.

HOW TO APPLY

To express your interest in this opportunity, please submit your resume and cover letter [here](#).

All inquiries and discussions will be handled with the utmost confidentiality. This position is available immediately, and applications will be reviewed on a rolling basis until the role is filled.

We look forward to hearing from you!



ABOUT MANEVA GROUP

Maneva Group is a leading woman and minority owned executive search firm dedicated to connecting exceptional talent with organizations committed to making a meaningful impact. Through a consultative and client-focused approach, Maneva Group partners with mission-driven organizations to build transformative leadership teams.

Our name, Maneva, comes from the combination of two Sanskrit words: “**Mānav**” meaning mankind & “**Sevā**” meaning service. We are driven by the ideal of our name - service to humanity.