

## Director, Ethics and Standards

### WHAT YOU'LL DO:

- Serve as the “Director of Screening” for purposes of Reg 6 by screening matters referred to AI alleging violations of the CPE and/or SPP and oversee contract screeners doing the same
- Provide educational counseling to AI Professionals who may have violated the SPP
- Help AI Professionals, users of valuation services, and the public understand the CPE, SPP and valuation theory and techniques by responding to individual inquiries and by preparing educational pieces designed for wider audiences
- Collaborate with the Head of Content regarding CPE, SPP and other valuation issues in AI education and publications
- Advise Body of Knowledge Committee, Professional Standards and Guidance Committee (PSGC), Professional Practice Compliance and Enforcement Committee (PPCEC), Government Relations Committee, Washington staff, and Lum Library regarding CPE, SPP and valuation practice
- Advise Body of Knowledge Committee, Professional Standards and Guidance Committee (PSGC) and Professional Practice Compliance and Enforcement Committee (PPCEC) regarding valuation standards and ethics
- Recommend and prepare changes to enhance the CPE, SPP, Guide Notes and Reg 6.
- Prepare comment letters on Appraisal Standards Board (ASB) exposure drafts, International Valuation Standards Committee (IVSC) exposure drafts and other standards impacting valuation professionals
- Evaluate applications for non-practicing member status where there is a question as to whether the member is engaged in valuation practice as defined by the CPE
- Evaluate from a valuation perspective requests that the Appraisal Institute file an amicus brief
- Other responsibilities and duties as assigned

### QUALIFICATIONS, SKILLSET, & ABILITIES

- Bachelor’s degree in business or related field or equivalent work experience
- Master’s degree in business or real estate preferred
- MAI designation and SRA designation
- Licenses and Certifications:
  - AI-GRS and/or AI-RRS preferred
  - State certified real estate appraiser
- At least ten (10) years of experience appraising a wide range of property types
- Experience in appraisal review
- Preferred experience with national organization in one or more of the following areas: Professional Practice Compliance and Enforcement Committee (PPCEC), its predecessors or Divisions; contract screener; Admissions Designations and Qualifications Committee (ADQC), its predecessors or Panels; experience screener; Education Committee; AI instructor; teaching AI’s Business Practices and Ethics; and/or Body of Knowledge Committee
- Appraiser Qualifications Board (AQB) certified Uniform Standards of Professional Appraisal Practice (USPAP) instructor preferred
- Knowledge of, and ability to, interpret and apply rules regarding valuation practice and peer review, including but not limited to:

- CPE, SPP, Guide Notes, USPAP, Advisory Opinions, USPAP Q&As, and International Valuation Standards.
- Regulation No. 6.
- Appraisal practice and techniques.
- Legislation, regulation, standards and guidelines of governmental entities and government sponsored enterprises (GSE's)
- Association structure and purposes generally, including decision-making processes and the roles of volunteers and staff
- Legal considerations in associations establishing and enforcing ethics and standards
- Ability to effectively interact and communicate with AI appraisers, officers, staff, general public and attorneys, often in very difficult circumstances
- Ability to prioritize multiple projects and meet all deadlines
- Outside of job duties, may not be involved in real estate other than personal investments
- May not serve within the AI governance structure except as required by the Bylaws, Regulation, or policy while in this role

**WHAT WE OFFER:**

We offer an excellent benefits package including – medical, dental, vision, PTO, & 401(k), a majority remote work environment and, a convenient loop location close to public transportation for when you do come into the office, as well as a 37.5 hour work week and flexible start time.

**Physical Requirements**

Standard office environment

**Travel Requirements**

2 -4% annual travel

**Interviews:** Virtual

**Job location:** Remote

**TO APPLY:** Send your resume to [careers@appraisalinstitute.org](mailto:careers@appraisalinstitute.org)