

# **DREAMS & VISIONS REAL ESTATE SALES MANAGER**

## **JOB DESCRIPTION**

### **Compensation**

Base Salary, Commission + Bonuses

### **Benefits Offered**

401K, Life, Medical, Vision, Dental

### **Employment Type**

Full-Time

Dreams & Visions is non-profit real estate agency, a division of a faith-based housing developer corporation. The Real Estate Sales Manager is responsible for managing assigned area's sales performance, margin enhancement efforts and assembling a best-in-class sales team. To that end, the individual **MUST** possess a valid California Real Estate license. Those without (or those with a pending test date) will **NOT** be considered.

Responsibilities include staffing, training and motivating the sales team and working closely with the Broker to ensure that goals are met in a timely manner.

### **Duties will include:**

- Interviewing and hiring new agents to produce best-in-class sales force;
- Ensuring job expectations and periodic performance goals are clearly understood by each individual team member;
- Co-prepping and co-leading sales meetings and formalized trainings;
- Coaching sales agents via instruction, role playing and interactive discussion;
- Recognizing top performers and leveraging strengths in a strategic fashion to promote a positive environment and encourage constructive behaviors;
- Proactively monitoring and engaging poor performers to develop weaker areas and, if necessary, moving people out when performance does not improve;
- Soliciting and summarizing input from community sales team members regarding customer preferences (product, location, community, builder), traffic patterns and quality of traffic, and any other information requested or that may be helpful to management;
- Working collaboratively with individual community sales representatives and Broker to determine sales forecasts and closing schedules;
- Tracking office performance metrics such as sales revenue, property statistics, customers, sales associate productivity, market share, etc.;
- Managing internal audit controls and standards to ensure they are within required guidelines;
- Staying up-to-date on the market, trends, skills, technology and related sales skills;
- Actively promoting affiliated company business and work to increase the capture rate of the affiliates.
- Providing effective and efficient working conditions, space, equipment, and a positive environment that will maximize the effectiveness of sales associates and employees in accomplishing the objectives of the branch office.
- Actively participating in community activities, local and state board of realtors, so the company will be viewed in the best possible light by clients, sales associates, competitors, and the public within the branch office location.

Send all resumes to: Holly McWhinnie  
[hmcwhinnie@att.net](mailto:hmcwhinnie@att.net)  
[www.Dreams-Visions.org](http://www.Dreams-Visions.org)  
Please no phone calls