

# Managing Broker & Sales Manager

**Market research shows green homes sell faster and for more money.**

Located in Seattle, GreenWorks Realty ([www.greenworksrealty.com](http://www.greenworksrealty.com)) was the first real estate firm to specialize in green and community-focused real estate. Since our founding in 2002, GreenWorks has been a major influence and an innovative leader in the green building and real estate industry. Our company has become the local, national and internationally recognized expert in our industry. In addition to our brokerage, GreenWorks has a real estate school for educating agents about buying and selling green real estate and a healthy home assessment to improve home energy performance, indoor air quality, and reduce a home's carbon footprint. Our agents are passionate about the sustainability and livability of our region.

We are seeking an experienced managing broker and sales manager who is passionate about our mission of environmentally responsible real estate and about working with other green-minded people to help them reach their professional potential.

There is a vast opportunity for growth in this industry and we need the right person to maximize our financial potential, offer healthier places for people to live, and help us build a great community in which to work.

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## Our Mission

To improve the livability and sustainability of our community in every real estate transaction.

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## Our Core Values:

Honesty	Professionalism	Passion
Integrity	Sustainability	Respect
Wisdom	Service	

## Position Description:

The managing broker and sales manager position reports to the designated broker/owner of the company. This position will lead, manage and recruit a group of independent thinkers (aka green real estate agents) in the greater Seattle area and a few within two hours of Seattle. The position requires review of all transaction deals with support from the designated broker/owner. The successful applicant will show a demonstrated ability to lead a sales team. As the team lead, the managing broker will work with agents to set and meet both sales and career goals, coordinate training opportunities, and provide general guidance and support. This person will plan and run the team meetings and lead the recruiting and hiring process. Working with the designated broker/owner, office administrator, bookkeeper and marketing and management consultant, the managing broker will plan and implement company strategy and operations. Included duties are to assess, modify and/or set up systems to increase efficiency of office operations to best support the agents and their clients. This person will participate in weekly strategy and management meetings and run the bi-weekly team meetings.

**Qualifications:**

- Current broker's license and real estate license
- Excellent people management skills with demonstrated ability to heighten individual and team performance
- Several years of experience as a real estate broker
- Recent real estate transactional experience (some of which has been within the last 2 years)
- Several years of management experience (preferably within real estate)
- Has a current green professional designation or must obtain designation within 120 days (LEED AP, Built Green Professional, EcoBroker, Building Performance Institute or equivalent).

**Required Qualities:**

- Commitment to sustainability and green practices
- Ability to manage and lead others
- Organized and detail oriented
- Initiative and self-discipline

**Compensation:** Incentive based commission. We can all make more money when we do the right thing.

Please send cover letter and resume to [frontoffice@greenworksrealty.com](mailto:frontoffice@greenworksrealty.com) with "Managing Broker/Sales Manager position" in the subject line. No phone calls please.