

Community Sales Manager

Company Overview:

Oldham Goodwin Group, LLC is a fully-integrated commercial real estate investment, brokerage, and management company with assets throughout the state of Texas. Our advantage and longevity in the market is primarily due to our full-service platform—investment, brokerage, management, and sales of a wide range of commercial assets for consistently better returns. Our clients range from limited investors, to real estate development professionals, to existing commercial property owners. Why each relies on us time and again is because of our full-spectrum approach to maintaining and getting the most out of their investments. Strategically headquartered within the heart of the Texas Triangle in Bryan/College Station, Oldham Goodwin has additional offices to serve the Houston, San Antonio/Austin, Waco/Temple/Killeen, and Dallas/Fort Worth markets.

Position Overview:

A Community Sales Manager with the Oldham Goodwin Development Division is responsible for assisting the Project Manager, and acts as an intermediary between sellers and buyers of Oldham Goodwin's Master Planned Communities. You will market real estate on behalf of Oldham Goodwin Group, LLC and its affiliates, and provide guidance to buyers/sellers to facilitate the sales process.

Responsibilities:

- Act as the main point of contact for homebuilders, general public inquiries and requests regarding available lot inventory and community information
 - Maintain records of prospects, send out sales information, provide excellent customer service to the homebuilders and end users
- Work alongside the Greater Brazos Valley Builder's Association to plan events including the Parade of Homes Kick-Off Party and other homebuilder events in and around the community
- Help in the creation and selection of premium large lots for inclusion into our direct to consumer financing program
- Responsible for providing organized, accurate and timely administrative support to the development services team
- Create and provide all activity reports including lot sales projections, homes sales and development updates to both management and partners on a monthly basis
- Compile information on lot sales comparables and home sales comparables, in the Brazos Valley, on a monthly basis, and track Greens Prairie Reserve performance with the market
- Serve as the primary liaison with construction, estimating, marketing and administration teams; demonstrate up-to-date knowledge of these areas to support ongoing, effective communication
- Attend sales meetings at Realtor offices in the area and present information about Greens Prairie Reserve
 - Schedule meetings with interested clients to tour the site or meet in the office to learn more about the community
- Collaborate with marketing team to create, edit and finalize all marketing collateral for the project
 - Update the GPR website as lots and/or homes sell, go under contract, add builder plans, etc.
 - Coordinate with VP of Marketing on all print material, digital advertisements, signage and promotional items
 - Monitor social media accounts—post, share and respond as needed to inquiries
 - Provide feedback on traffic demographics and sources
 - Manage Resident Welcome Gifts—oversee purchase and distribution



- Be available for any media inquiries related to Greens Prairie Reserve
- Attend community sponsored events on behalf of Greens Prairie Reserve
- Hold bi-weekly meetings with sales team
- Commit to continuous improvement of personal sales strategy and development
- Manage the contract process by drafting, distributing, tracking and updating contracts. Provide the title company with accurate information, review all HUD statements and closing documents for accuracy
- Maintain knowledge of real estate law, local housing economics, fair housing laws, and types of financing options and government programs

Qualifications:

- Bachelor's degree in Business or related field preferred
- 2-3 years of experience in land development, real estate, marketing or management related field preferred
- Familiarity with TREC and TAR promulgated contracts and forms
- Ability to present information concisely and effectively to upper management and key stakeholders
- High attention to detail and strong communication skills
- Ability to handle pressure and persevere to overcome challenges
- Excellent time management skills, ability to prioritize tasks
- Positive attitude and strong desire to contribute to a team
- Self-motivated, resourceful and coachable
- Proficient computer knowledge, i.e. Excel, Word, Adobe, HubSpot
- Must travel regularly to project site