



**NEST PROPERTY MANAGEMENT IS HIRING
A...**

LEASING & MARKETING MANAGER

Nest Property Management is a full-service property management company located in Charlottesville, Virginia. Our portfolio of management encompasses residential rental homes, common interest community management and commercial property management. Our properties are in Charlottesville, Albemarle, and the surrounding counties.

Established in 2011, it's our goal to provide an excellent experience for our customers and clients. To do this, we look to our Nest PM Promise—the tenets of which are based in strong communication, earning trust, keeping the best interests of clients in mind and focusing on tenant happiness. We believe property management should be fun—and, in a business where two days are seldom similar, it's easy to keep things interesting.

That's a little bit about us...here's what we're looking for in you!

The ideal person for this position will have a strong work ethic and focus on customer service. A detail oriented, organization-based mindset is essential. Someone who is a great communicator and is comfortable speaking within a multitude of different situations will be very successful on our team. This person must be nimble, a quick-thinker and able to work in a fast-paced environment.

Specifically, we would expect you to have several years of experience in the Charlottesville rental market—either as a leasing or marketing consultant or property manager. Understanding all the intricacies that encompass this business is tough, and we need someone who knows the ropes. We'd hope you already have a real estate license, or at least be willing to obtain that distinction soon after joining our team.

THE OPPORTUNITY

So, what does the Nest PM Leasing & Marketing Manager do exactly? You'll manage the leasing process for all of our residential homes—we'd expect you to be able to price, market, show, and lease a variety of home types. Our portfolio is diverse—we have condos, townhomes, and detached homes—all within a variety of different price ranges. You'll be evaluating our current and new business to establish fair market value and obtain the highest possible return for our owners. You'll need to interface with owners and tenants to communicate information regarding the leasing process and follow the procedures/expectations that are already in place.

THE DETAILS

Here are a few specific tasks you'll be expected to undertake:

- Marketing—you'll be expected to evaluate property and establish fair market value of the home. Writing effective property descriptions, posting accurate information, and communicating with owners and prospective tenants throughout the leasing process will encompass a large part of your duties.
- The Leasing Team—during certain times of the year, we'll have a staff of leasing agents who will assist in the showing of properties and other activities. You'll oversee and direct this staff, train them to adhere to company standards and expectations, and be responsible for accurately portraying available properties to prospective tenants.
- Website Management—our website is our most visible tool and must be top-notch. The M&L Manager is responsible for ensuring each property is posted and positioned in the best way.
- Inspections—we have high standards for our properties, and you'll be a part of the process to make sure each property is delivered to a new tenant in the finest

shape. This includes getting out in the field and evaluating those properties during routine inspections.

THE SKILLS

We've touched on a few key ingredients for the right skillset to be successful as the Marketing & Leasing Manager. Specifically, we're looking for the following:

- Strong background in customer service in a field that engages with the public regularly. Experience in leasing is required and license to sell real estate in the Commonwealth is desired.
- Must be able to exhibit thoughtful and polished written and oral communication skills.
- Engaging, transparent, and genuine—both online and offline.
- Organization in a fast-paced environment.
- Savvy with technology and digital channels.
- A team player. We're a small company and everyone pitches in to get the job done.
- Knowledgeable about Charlottesville and Albemarle and love this area.

HOW TO APPLY

To apply for this Charlottesville-based position, please send us...

1. Your resume in PDF Format.
2. A thoughtful cover letter, in PDF Format.
3. Your salary requirements.

The above information can be sent to ally@rentwithnest.com.

No phone calls, please.

Compensation is commensurate with experience. There are opportunities to earn bonuses based on performance metrics. Medical coverage (health and dental) available. And, yes, we've got a 401K plan, too.

This is a full-time job that will require some evening and weekend responsibilities.

Confidentiality is ensured. We can't wait to hear from you!