



WE'RE HIRING

JOB OPENING: **MARKETING PROJECT MANAGER**

Nest Realty is looking for a project manager to join our team. What does a Nest project manager do? You'll be a logistics coordinator, an event planner, and provide support and assistance to our agents across the region. Take a peek inside to learn more.



HELLO, WE'RE NEST REALTY. (IT'S NICE TO MEET YOU).

We're a different kind of real estate brokerage. Our difference is born from our belief that buying or selling a home is one of the most important decisions our client will ever make.

This belief guides us to measure our success by something more than the number of yard signs we plant, how many Brokers we hire, or the awards we win. For us, true success comes from helping people move easily and joyfully into the next chapter of their lives.

So "the process" of buying and selling real estate becomes one that's happy, exhilarating, and fun. And well worth sharing.

AWARDS ARE NICE. HELPING PEOPLE IS BETTER.

Unlike most real estate firms, we don't hire every Broker who walks through the door. Quite the contrary. Every Nest Broker is a full-time professional with a singular focus on providing an amazing real estate experience for every one of our buyers and sellers.

The result is a company built on the excellence and commitment of an accomplished team of Brokers—award winners, top producers, and MBAs—whose ultimate reward comes from the satisfaction they get from happy clients.

SMART GROWTH.

Nest Realty hatched in 2008—the year the real estate bubble burst—with the vision of creating a better, easier, and more inspiring way to help people buy and sell real estate. A way that begins and ends with nurturing people.

At our most basic level, we're a real estate brokerage based in Charlottesville, Virginia. In 2017, we began to selectively offer Nest franchises and we're now operating in 12 markets in four states with more than 250 full-time Realtors (and growing).

We're looking to continue to grow our team and deepen our service offerings so that we can grow our brand footprint and provide our agents and franchisees with the best support and marketing in the industry.

WE STRIVE TO BE THE MOST TRUSTED BRAND IN REAL ESTATE

We know that's a big goal, but we're ready for the challenge. We're on a mission to build a brand and a full-service 'operating system' that empowers each and every Nester to grow their business and provide their clients with an exceptional real estate experience.

To achieve this, we must begin by teaming up with the right franchise partners to help us continue to build the right foundation - market by market - to deliver the best support, marketing, and technology to each of our agents. From there, we'll work hand-in-hand with our Nesters to continue to evolve and offer the support they need to ensure they can build a durable real estate business.

We live by a 'smart growth' strategy. Our brand and reputation are paramount, and we want to ensure that each and every franchisee and agent proudly represents the Nest brand. We know that we will never be the biggest firm or have the most number of agents.

But we do believe that we can grow - with the right people - to become the most respected and trusted firm in the industry.

THE OVERVIEW

As a Nest project manager, you will join a team of creative marketing professionals at our Charlottesville “HQ.” Your main role will be to keep 10 plates spinning at once so our marketing programs, events, and agent customer service can go off without a hitch.

More than simply making lists and staying organized, you’ll be collaborating with team members across all 12 of our locations to achieve short- and long-term goals. You’ll manage short- and long-term production schedules, supervise events for thousands of attendees, and ensure we are delighting our agents and our franchisees.

In addition to being a wiz with a to-do list, you also need to have experience staying organized and unfazed in a busy and demanding environment. Extra bonus points if you have experience working with project management/workflow platforms.

Lastly, there’s a lot to do at Nest, and we’re looking for someone with energy, enthusiasm, and a “can do” attitude to join our team. It’s a cliché, but no two days at Nest are the same, and we need someone comfortable with stepping outside of the literal definition of “project manager” to help with other projects as needed.

THE DETAILS

The Nest Project Manager will:

- Collaborate closely with both the director of agent services and the director of franchise services
- Supervise marketing materials supply chain, keeping ordering site current and fulfilling orders as they arrive
- Manage onboarding of new agents from welcome box to final tutorials
- Plan annual company summit
- Conceptualize and roll out branding for ongoing nest event programs (client appreciation, broker outreach, etc.)
- Supervise agent education programs (including maintaining tutorials and hosting online education webinars)
- Manage friends of nest program (client outreach program)

Required Proficiencies:

- 2+ years of project management (or comparable) experience
- Engaging, transparent, and genuine - both offline and online
- Organized and able to manage projects on your own and hit deadlines...while requiring little supervision
- Savvy with technology and digital channels
- Calm under pressure

Bonus (but not required):

- Event management experience
- Experience with project management software

HOW TO APPLY

To apply for this Charlottesville-based position, please send the following **REQUIRED** items to apply@nestrealty.com:

1. Your resume in PDF format.
2. A brief cover letter in PDF format.
3. Your salary requirements.

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. THESE TWO ITEMS ARE A REQUIREMENT TO BE CONSIDERED.

In addition to the three **REQUIREMENTS** above...if you're feeling up to it, *go ahead and be creative and send us whatever you want to show us that you're awesome and that you're the right person for this position.*

Compensation is commensurate with experience. Medical coverage (health and dental) included. And, yes, we have a 401K plan, too.

This is a full-time job that will require some responsibilities after "normal" business hours. (Are there normal business hours anymore?) The vast majority of the time spent working will be weekdays from 9:00-5:00. However, please understand that there are certain periods and times of the year that will require additional hours in order to complete projects (like the Nest County Fair, Nest Lead Broker Summit, Nest Annual Summit, etc.). There will be some weekend and evening hours scheduled, and some travel may be required if you are on "assignment" to a location.

Confidentiality is ensured.

We can't wait to hear from you!