



WE'RE HIRING

JOB OPENING: **PROJECT MANAGER - ONBOARDING AND MARKETING**

Nest Realty is looking for a spectacular project manager to join our Charlottesville, VA, team. What does a Nest project manager do? You'll be an onboarding prodigy, a tools and service mastermind, and a relationship builder. Sound intriguing? Read on...

THE OPPORTUNITY

As a Nest project manager, you will join a team of creative marketing and operational professionals at our Charlottesville “HQ.” Your main role will be to launch new Nest Realty Franchises into the marketplace and project manage marketing initiatives.

- You'll use your experience building relationships to ensure new franchises navigate confidently and swiftly through our onboarding process.
- You'll use your powers of organization, ability to collaborate across internal departments, and operational know-how to execute our production schedules and processes, streamlining and tweaking proactively when needed.
- You'll be a staunch advocate for using our project management tools and create manageable and reproducible project schedules.
- You'll make sure your annoying tendency to correct small mistakes on restaurant menus is put to good use to make sure nothing falls through the cracks.
- You'll share just the right Giphy in Asana to ensure your teammates pay attention to your deadline reminders.
- And you'll do it all with a can-do attitude because amazing customer service is hard, but absolutely necessary, for an industry-leading company.

THE DETAILS

The Nest project manager will manage simultaneous onboarding production schedules to roll out new franchises and projects on time—come rain, snow, sleet, or pandemic. In addition, you will:

- Collaborate closely with the director of agent services, the director of franchise services, the design director, the content director, and the strategic marketing manager to roll out all deliverables
- Develop a deep understanding of the competitive landscape in new territories and frame unique onboarding strategies to address these challenges
- Campaign for Nest's tools, systems, and overall value proposition
- Know our tech and systems like the back of your hand
- Build the foundation for strong and lasting relationships to ensure long term franchisee engagements—you are the first baton carrier in what we hope is a very long relay race
- Become a legend in the halls of Nest, known as the most reliable and dependable project manager in all the West

Required Proficiencies:

- Project management software
- Efficient use of time—manage production schedules independently
- Meticulous attention to detail and vigilant when it comes to saving files on the cloud
- 3+ years of project management (or comparable) experience
- Customer service experience
- Engaging, transparent, and genuine—both offline and online
- Savvy with technology and digital channels
- Calm under pressure

Keys to Success at Nest:

- Listen, we love what we do, but our culture isn't for everyone. To succeed here at Nest as project manager, it's more than simply making lists and staying organized
- You'll need to read our core values and feel like we're kindred spirits
- You'll be collaborating with team members and franchisees from all different backgrounds to achieve short- and long-term goals, so it's got to be about the ideas and the deadlines. Can you check your ego at the door each day?
- 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 (you may have to take out the trash one day)
- Are you flexible? We don't mean by yoga standards. The best laid plans when it comes to production schedules can always pivot, and you need to be able to do so without internally combusting
- 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 Fine Print:

This is a full-time job in Charlottesville, VA, 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 FON deadline days, Nest Annual Summit, agent visits to HQ, etc.).

There will be some weekend and evening hours scheduled, and some travel may be required if you are on "assignment" to a franchise.

HOW TO APPLY

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

1. Your resume and a brief cover letter in PDF format
2. Your salary requirements

PLEASE NOTE THAT INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

In addition to the **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 to commensurate with experience. Partial medical and dental coverage included. And, yes, we've got a 401K plan, too. This position is full-time and based in our Charlottesville, VA, office. Confidentiality is ensured.

We can't wait to hear from you!