



Brokerage Business Development Manager

Reports to: Brokerage Division Head

Responsibilities: Drive Strategy, Sales Success, and Promote Talent Development

- Responsible for driving gross revenue and growth of market share for brokerage (Agency Leasing, Tenant Representation, Industrial and Retail)
- Lead and promote a culture which celebrates and rewards success and the creation of new/innovative sales techniques
- Support and promote the use of tracking metrics for new prospect meetings, cold/warm calls and sales conversion based on quantifiable metrics
- Support and promote sales accountability at the individual broker level for generating new business, industry networking, and business group affiliations
- Drive strategy and content for sales meetings and monthly broker meeting, with emphasis in keeping these meetings interesting, relevant and valuable
- Lead and create mentoring programs for junior brokers
- Provide and foster sales training and technical training at appropriate experience levels to drive career success and develop individual broker professional skills
- Attend and assist in new business sales presentations with other brokers on an invited/needed basis
- Assist other businesses inside Property One with face to face sales efforts with their prospects and clients
- Occasionally trouble shoot client relationships that need some help and leadership touch
- Be an effective enterprise partner with and for other Property One business personnel in the planning and execution of the platform business
- Build viable and trusted collaboration behaviors with all personnel with interests in brokerage operations

Operational Responsibilities

- Direct and assign in-bound business already won to brokers/broker teams for execution
- Assist Head of Brokerage on recruiting of other revenue producers including those new to the industry
- Lead resolution and/or termination initiatives in partnership with HR for those employees who either consistently fall short in cultural expectations or do not perform at the level of expectations
- Attend, participate, and be actively involved in strategy/leadership meetings

- Support Brokerage leadership and staff in creating sales meetings that serve the dual purpose of facilitating sales success and creating a forum for sharing information, collaboration, and talent development
- Resolve/mediate commission disputes between brokers both inside and outside the local region
- Assist and support brokers with settling commission agreement disputes that may occur with non-Property One brokers and landlords
- Drive adoption and utilization of technology tools to facilities client experience, drive sales and increase market share

Behavior Requirements

- Position requires a positive team-oriented worker with a flexible working attitude.
- Must have good time management skills.
- Must have a professional and well-groomed appearance.
- Requires good personable phone and organizational skills.
- Punctual Attendance

Disclaimer Statement:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Signatures:

Employee:

Date: _____

Supervisor:

Date: _____