



Job Listing Real Estate Sales Specialist

Posted July 25, 2019

The Greater Syracuse Land Bank is seeking applications for either a part- or full-time Real Estate Sales Specialist. Founded in 2012, the Land Bank is a public authority devoted to the redevelopment of vacant, abandoned, and underutilized properties throughout Onondaga County. Please review www.syracuselandbank.org for more information on the Greater Syracuse Land Bank, its programs, and its mission. This employee will be one of eight staff persons on a small, professional team and will report directly to the Land Bank's Executive Director. We are seeking an energetic team member who possesses a broad range of skills in the area of real estate sales, the flexibility and willingness to tackle special projects as they arise, enthusiasm for our mission, and an interest in learning and broadening your skill set over time. The Land Bank currently owns over 1,000 properties and sells mostly residential fixer-uppers, but also commercial properties and vacant land.

Responsibilities

The Sales Specialist will function as the primary contact for all Land Bank property sales.

Primary responsibilities include:

- Prepare Properties for Listing:
 - Work with other Land Bank staff to identify Land Bank-owned properties that should be sold.
 - Order clean-out services.
 - Perform comparable market analysis to find appropriate listing price.
 - Work with Land Bank staff to prepare renovation specifications.
 - Photograph and upload listing pictures to Land Bank website.
 - Make sure listings are ready to be shown – with For Sale sign, lock box, etc.
- Develop and Implement creative marketing ideas to promote Land Bank properties for sale.
- Provide excellent customer service to potential buyers:
 - Help them find properties that meet their needs,
 - Show properties to prospective buyers (to include occasional evenings and weekends),
 - Explain how to put together a strong and complete purchase offer,
 - Explain what they can anticipate after they purchase/during the renovation process,
 - Explain how the Land Bank's enforcement mortgage works, and
 - Point them toward sources of financing.
- Review offers received to ensure that they are complete and work with other Land Bank staff to prepare agendas for the board to vote on which offers to accept.

Additional responsibilities may include:

- Promote Land Bank purchase opportunities at various community meetings.

- Assist with the management of occupied properties.
 - Complete intake inspections
 - Make referrals to Catholic Charities when needed
 - Drafting leases and, when needed, lease terminations
 - Issue notices to vacate when needed
 - Coordinate evictions with Land Bank's eviction attorney and City Marshall's office
- Other duties, as assigned.

Qualifications

Applicants should:

- Hold a current NYS Real Estate License in good standing with NY DOS Licensing Division
- Be willing and able to use your own vehicle (mileage will be reimbursed at the IRS rate)
- Have a high level of sales and customer service experience
- Possess an entrepreneurial spirit and be a self-starter
- Be proficient with smartphone applications, email, and digital camera
- Possess excellent written and verbal communication skills
- Be willing to learn new skills and assume additional responsibilities if necessary
- Display a strong work-ethic and interest in the organization's mission
- Have a passion for being a part of revitalizing distressed properties
- Be able to learn quickly about the Land Bank's operations and communicate a broad range of information to customers in a clear and concise manner when fielding inquiries
- Represent the organization with a high degree of professionalism with the capacity to represent the organization to the public, calmly and professionally address customer complaints, and explain the Land Bank and our processes to occupants
- Be available to work a flexible schedule to include evenings and weekends to show potential buyers properties

Conditions of Employment:

Must have a valid NYS driver license. Must have a reliable vehicle for use in job responsibilities. Must be able to lift at least 80 pounds, climb stairs, walk, stand, stoop, reach and have good hand, foot, and eye coordination. Must have manual dexterity to be able to read and write. Employee may need to be outside in extremely cold, hot, or wet weather. Employee must work well independently.

To Apply

Submit a resume, including two references, and a cover letter to kwright@syracuselandsbank.org by 5:00 PM August 9, 2019. Interviews will be scheduled for the following week. A candidate who they will recommend for the Board of Directors' approval at their regularly scheduled meeting on August 20.

Compensation and Benefits

TBD. Rate depends on experience.

Questions

Contact Katelyn Wright, Executive Director, at kwright@syracuselandsbank.org (preferred) or (315) 422-2302.