



## Managing Broker

<b>Position Status:</b>	Full Time – 37.5 hours per week/Non-exempt
<b>Reports To:</b>	CEO
<b>Duty Station:</b>	Rochester, New York
<b>Organization:</b>	NeighborWorks® Community Partners
<b>Direct Reports:</b>	Yes
<b>Salary Range:</b>	\$80k-90k/annually.
<b>Benefits:</b>	NCP offers a comprehensive benefits package including generous health benefits, 15 Days accrued PTO in first year, 12 paid holidays, medical, dental and vision insurance, 401(k), supplemental short-term disability insurance, long-term disability insurance, and life insurance.

### About Us

NeighborWorks® Community Partners is on a mission to build and strengthen communities. We are a HUD Certified nonprofit organization that serves thousands of individuals and families across Western NY each year in creating homes, building personal wealth through sustainable homeownership, and growing a vibrant community around them by helping them. *NCP values Partnership, Diversity, Innovation and Risk-Taking, Sustainability and Integrity.* If these values align with your own and the thought of working in a team environment to deliver superior quality customer service appeals to you, we are interested in hearing from you!

### Position Overview

The Managing Broker at NeighborWorks Community Partners (NCP) serves as a pivotal leader, managing brokerage, compliance, and agent performance. The role includes oversight of MLS systems, fostering client relationships, and ensuring that NCP's real estate and housing activities align with the organization's mission of strengthening communities.

### Key Responsibilities

1. Real Estate Operations and MLS Oversight
2. Leadership and Agent Development
3. Compliance and Legal Adherence
4. Strategic Planning and Business Development
5. Customer and Community Engagement
6. Data Management and Reporting
7. Technology and Process Optimization

## Qualifications

- Bachelor's degree in business, real estate, or related field.
- Licensed real estate broker with active membership in regional MLS boards.
- At least 5 years of experience in real estate brokerage management.
- Proficiency in MLS platforms, CRM tools, and Microsoft Office Suite.
- Strong understanding of real estate law, contracts, and fair housing standards

## Key Attributes

- **Customer Service** – Works with the NeighborWorks® Community Partners team to provide first class customer support to internal and external stakeholders.
- **Collaboration** - Is outgoing, personable and passionate about working with people to further the organization's mission.
- **Industry Knowledge** – Must be knowledgeable in field of work with a commitment to staying current with trends, issues and initiatives relative to all aspects of these areas.
- **Relationship Builder** - Can build respectful relationships with NCP clients.

## Work Environment

NCP has offices in Buffalo, Rochester and Niagara Falls, and the candidate must be willing and comfortable communicating through video conferencing and telephone, as needed. The right candidate will be comfortable using the tools provided to break down language barriers for customers who do not speak English, which may include a translation service, or staff translator. Must also be able to work successfully with a diverse range of individuals including customers, volunteers, and agency partners. One must be self-motivated, flexible, persistent, organized and very attentive to detail. Reliable transportation is required. **We are an Equal Opportunity Employer.**

**If you wish to apply, please apply online or submit a Cover letter and resume to:**

[kkhan@ncpny.org](mailto:kkhan@ncpny.org)