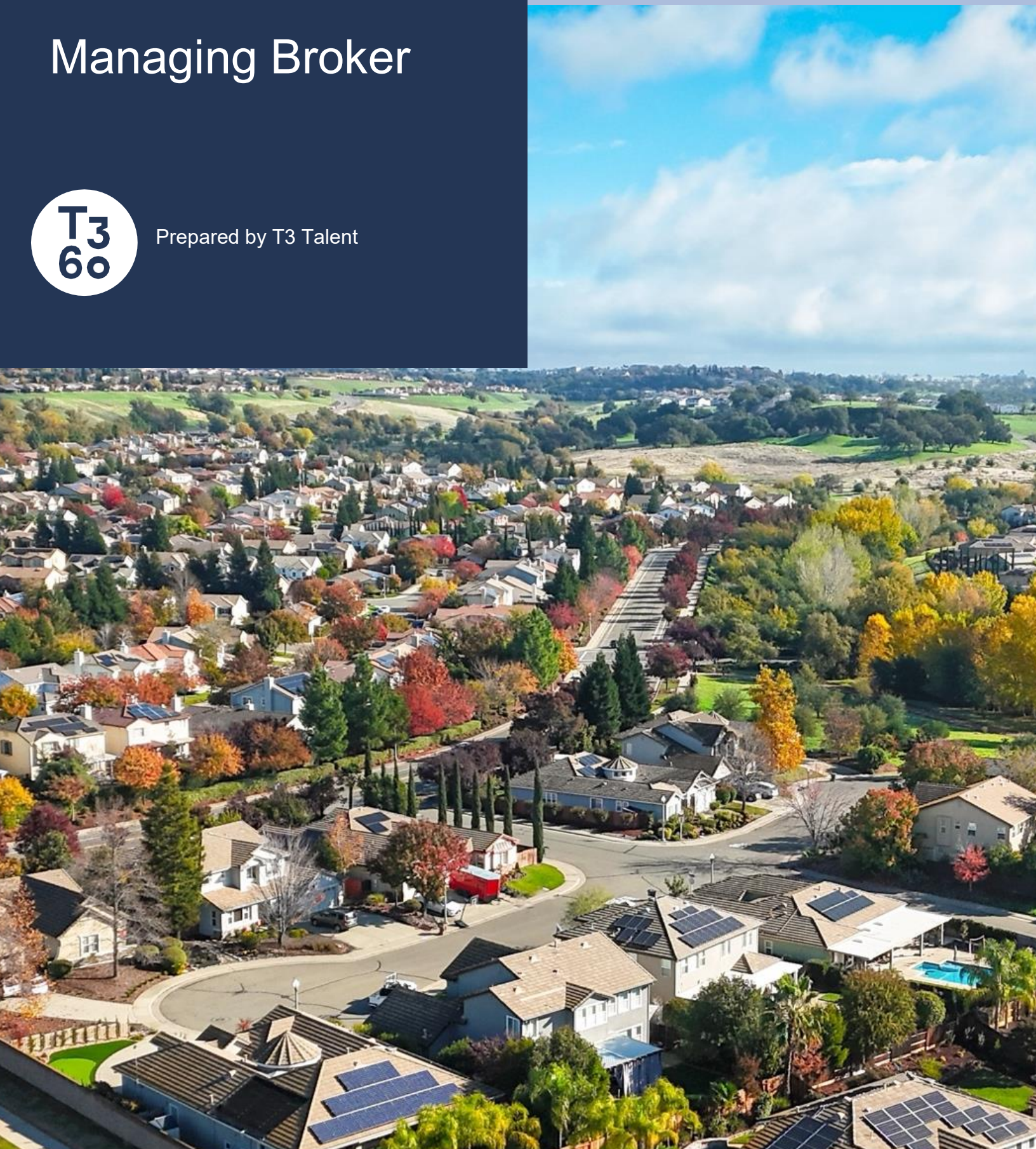
T3 Talent Position Profile

Managing Broker

Prepared by T3 Talent



Job Description	
Title/Position	Managing Broker
Department	Brokerage Leadership
Supervisor	SVP of Brokerage
Pay Range	$100,000 (DOE) + performance incentive
Location	Virginia
Type	Full-time | W2

JOB SUMMARY

The Managing Broker serves as the trusted leader across multiple offices. This person resolves complex transaction issues with sound judgment, coaches experienced and top-producing agents, delivers training and leads the recruitment of productive agents and teams. The role takes ownership of the day-to-day leadership, transaction guidance and agent support.

The market ahead looks different from the one most of today's agents built their careers in. The company is on track to exceed its 2025 sales volume and closed transactions, and they are investing in leadership to build on that growth.

This role reports to the SVP of Brokerage, a mission-driven leader with a track record of results who sets high standards, takes ownership and leads with candor. The SVP of Brokerage held this same role for a number of years, and knows what it takes to earn agents' trust, resolve difficult transactions and build an office that top producers want to join. The Managing Broker can expect a leader who will invest in their development, give them real responsibility and hold them accountable for results.

KEY PERFORMANCE INDICATORS

- Recruiting: eight new agents and/or $15 million in verified production per office over a 12-month period, across four offices (32 agents in total). Meeting this goal is expected to require recruiting teams as well as individual agents.
- Retention: retain productive agents and strengthen the loyalty of the existing agent base.
- Productivity: increase average production per agent
- Growth: increase total closed transactions and sales volume for the region

ROLES AND RESPONSIBILITIES

1. Lead, mentor and support agents across four offices, serving as their trusted, accessible first point of contact.
2. Take first-line ownership of agent transaction questions and escalations, resolving issues accurately and promptly.
3. Recruit productive agents and teams to the company.
4. Retain agents through strong relationships, consistent communication and a culture of trust, accountability and service.
5. Review contract and listing files in line with Virginia Real Estate Board requirements and company policy.
6. Train and onboard new and recruited agents.
7. Coach agents and hold them accountable, and show them how the company's mortgage, title, insurance and property management services benefit every party in a transaction.
8. Communicate brokerage decisions clearly and consistently, in writing and in person. This includes saying "no" when a request cannot be met, in a way that leaves the agent heard and clear on why.
9. Lead two in-person business meetings a month across the offices and do whatever is needed when it is needed, including event setup and office care.

MINIMUM REQUIREMENTS

- 5+ years of experience in real estate sales and business operations, demonstrating the ability to successfully run a real estate business
- An active Virginia real estate license held for at least three years
- A Virginia broker license, or the ability to obtain one within three months of hire
- Significant hands-on transaction experience, including resolving complex contract issues for experienced agents
- Proven track record of recruiting and increasing net agent count
- Proven track record of hitting strategic growth objectives
- Proven track record of increasing office productivity and increasing company profitability in the real estate industry
- A demonstrated record of developing relationships, people, culture and growth
- Working knowledge of brokerage technology

CANDIDATE PROFILE

The ideal candidate is a leader first: someone agents trust and respect, and who earns credibility through accurate guidance and follow-through. This person takes ownership, communicates clearly and delivers both good news and difficult answers with candor and care.

This person has the transaction knowledge and judgment to advise seasoned, high-producing agents and the teaching skill to raise the level of agents at every stage. Experience leading or producing through a slower or shifting market is a strong advantage.

They are collaborative, relationship-driven and have a “can do” attitude, motivated by the success of agents and the company rather than personal gain. Grounded, disciplined, and inspiring, this leader models the values that make a brokerage thrive.

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