



community
housing
partners

Real Estate Salesperson position available in Richmond, VA

Community Housing Partners has an immediate opening for a Real Estate Salesperson to join our team. The Salesperson's primary responsibilities include working with first-time homebuyers to purchase homes in Central Virginia, and listing, marketing and selling properties in CHP's inventory. The Real Estate Salesperson works with CHP's NeighborWorks® HomeOwnership Center and its lending, counseling and education, and real estate development staff. The Salesperson works under the direct supervision of the Principal Broker.

Essential duties and responsibilities include:

- Develop marketing plans for listed properties and CHP services and conduct marketing of listings through a variety of avenues
- Show properties to customers and prospective buyers and represent buyers in the purchase of homes
- Refer clients to preferred lenders to obtain clients' financial and credit status in order to determine eligibility for financing
- Prepare documents such as representation contracts, listing and purchase agreements, closing statements, etc.
- Assist with preparation and negotiation of offers, counteroffers, amendments, etc. to the purchase agreement and present those offers; communicate with the necessary parties; ensure obligations of contracts are fulfilled before the closings
- Coordinate property closings, assist clients in completing paperwork and oversee the signing of documents and disbursement of funds
- Prepare and maintain all client and company files on a daily basis and protect confidential information
- Communicate regularly and promptly with CHP supervisor, other CHP employees, prospects, customers and clients as well as external partners
- Conduct general marketing and outreach of CHP Homeownership services
- Maintain active membership in The National Association of REALTORS®, The Virginia Association of REALTORS®, and The Local Association of Realtors and Local MLS in licensee's geographic working area
- Complete continuing education requirements and maintain license as required by the Virginia Real Estate Board
- Serve as a guest speaker for CHP homebuyer workshops on a regular basis

Ideal candidate must have: a Virginia real estate license and a minimum of three (3) years experience in residential real estate; experience working with first-time buyers; knowledge of applicable real estate laws and regulations; excellent written and verbal communications skills; and excellent public speaking/presentation skills. Proficiency in the use of computers and software applications such as Microsoft Office is required. Knowledge of the affordable housing industry is preferred.

This is a full time, salaried position with benefits. To apply, please email cover letter and resume to Kamilia Lawson at klawson@chpc2.org.

Community Housing Partners is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of creating affordable, sustainable housing opportunities in the communities we serve.