

FAMILY SERVICES SALES COORDINATOR



Position Overview

Family Services Sales Coordinator helps to facilitate the sale of homes with prospective new home buyers and Dallas Area Habitat for Humanity.

Job Responsibilities

- Generate prospects for new home buyers
- Participate in sales events, promotions and community service
- Build and develop relationships with potential corporate and agency networks for referral business
- Interview clients to determine what kinds of properties they are seeking
- Prepare documents such as representation contracts, purchase agreements, deeds restriction summaries, etc.
- Act as intermediary in negotiations between buyers and Habitat for Humanity
- Promote sales of properties through advertisements, open houses, and special events
- Compare a property with similar properties that have recently sold in order to determine its competitive market price
- Coordinate appointments to show homes to prospective buyers
- Generate lists of properties that are compatible with buyers' needs and financial resources
- Arrange final walk through of the properties
- Review plans for new construction with clients, enumerating and recommending available options and features
- Answer clients' questions regarding construction work, financing, maintenance, repairs, and appraisals

MANAGER OF GOVERNMENT FUNDING



Job Responsibilities Continued...

- Inspect condition of premises, and arrange for necessary maintenance or notify owner of maintenance needs
- Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting
- Arrange meetings between buyers and sellers when details of transactions need to be negotiated
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters
- Visit properties to assess them before showing them to clients
- Conduct seminars and training sessions for new home buyers

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Qualifications

- Bachelor's Degree
- Real Estate Sales Experience
- Strong Oral and Written Communication

Apply Now

Please submit a cover letter, resume and salary requirements by email ONLY:
hr@dallas-habitat.org

No phone calls please.

Applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, age, medical condition, physical or mental disability, pregnancy, veteran status, marital status or any other category protected by law in any employment-related decision.