

JOB DESCRIPTION

Vice President | Investment Sales

Company Overview:

Headquartered in Bryan/College Station, Texas with an office in Houston, Oldham Goodwin Group, LLC, is a fully integrated commercial real estate firm offering comprehensive brokerage, development, management and advisory services throughout the state, specializing in retail, office, industrial, land, multifamily and hotel property types.

Position Overview:

The Vice President is responsible for carrying out the day-to-day functions and business associated with Oldham Goodwin's existing platform for Retail and Office Investment Brokerage. Those responsibilities include prospecting and business development, but the position also benefits from a sizeable book of existing business and referrals that are driven by Oldham Goodwin's current client base and sphere of influence. The Vice President must be a self-motivated team member willing to work in a close-knit and fast paced environment that promotes the exchange of information between him or her and other members of the Brokerage Division. The Vice President will provide the highest level of service for the firm's existing and prospective clients in accordance with Oldham Goodwin's standards. The Vice President will be expected to stay current with trends in today's market in order to solicit property owners and potential clients for retail and office investment brokerage services. The Vice President must have a current Texas Real Estate Salesperson or Brokerage license.

Responsibilities include, but not limited to:

- Represent investor in the acquisition and disposition of retail, office, and single tenant net leased investment properties Houston MSA's and occasionally in other markets in Texas as well.
- Manage, market, and transact business on behalf of Oldham Goodwin's retail, office, and single tenant net leased investment clients.
- Prospect for and locate potential investment opportunities for current and prospective clients.
- Maintain and continue to develop a database of retail, office, and single tenant net leased property owners and investors that generates a qualified and sustainable number of referrals and leads to produce income for the Vice President, Team and Company.
- Draft transaction forms including but not limited to letters of intent (LOI's), commission agreements, buyer representation agreements, co-broker agreements, referral agreements, listing agreements and other related brokerage documents.
- Prospect for and negotiate exclusive listing agreements with property owners, landlords, and other brokers (co-broker agreements).
- Interface with clients and prospects to successfully define the parameters, transaction terms, and limitations surrounding a possible sale, listing and related agreements.
- Participate in contract negotiation and due diligence efforts in commercial investment sales transactions.

- Provide existing and prospective clients with current industry and market specific information as it relates to their business and investments.
- Assist in the marketing of each property and ensure accurate and timely updates are made to all collateral, websites, and marketing venues.
- Work with team members to draft various types of brokerage service proposals for potential clients.
- Draft Broker's Opinion of Value reports for lending institutions.
- Willingness to be involved in community functions, committees and actively network with local business owners and prospective landlords and tenants.
- Attend bi-weekly department staff meetings to discuss prospects, properties and share ideas with team.
- Compile and present monthly activity reports for assigned listings to property owners.
- Ensure that a highest quality of communication is performed with tenants, landlords and clients through monthly emails, phone calls, and hard copy deliverables.

Qualifications:

- BA or BS from a four-year college or university required.
- Texas Real Estate Salesperson or Broker's License required.
- Must have strong written and verbal communication skills.
- One (1) to two (2) years comprehensive experience in commercial real estate or a related field, or equivalent combination of education and experience, sufficient to perform the essential functions of the job is preferred.