

## **Director of Business Brokerage Job Description**

Filament Business Advisors, a boutique business consulting, brokerage and commercial real estate company, is currently seeking an exceptional individual for our Director of Business Brokerage position. The successful candidate will be responsible for growing the Business Brokerage division of our company, and will have available to him/her the infrastructure, administrative and analytical support needed to run a successful business brokerage already in place.

Specifically, a business broker focuses on two primary objectives: (1) Assisting buyers in identifying and acquiring suitable businesses and (2) helping business owners sell their operating businesses. The successful candidate will be an important part of every aspect of every transaction for clients, including, but not limited to, being a conduit of confidential information, negotiating price and terms of transactions, assisting in contract development, and guiding the process of transfer of ownership. The expectation is that this individual will grow a team of business brokerage professionals, which he/she will lead.

### **Responsibilities:**

The willingness and ability to perform the following responsibilities is required:

- Networking, cold calling, and social media outreach to generate leads for potential buyers and sellers. This is a very “human” business, and the ability to develop a large number of good relationships is crucial.
- Spending time pre-qualifying, building rapport, and establishing relationships with potential buyers and sellers.
- Understanding the needs of those buying and selling a business to ensure a proper match.
- Show a high level of integrity to protect confidential information, help negotiate price/terms, and ensure each transaction reaches the closing table.
- Our brokers are involved with every aspect of the buying and selling process, which means responsibilities vary based on the deal, and flexibility is required.

### **Required Skills & Experience:**

- Experience in B2B Sales.
- A passion for people and building professional relationships. The successful candidate will enjoy meeting new people and building and maintaining relationships.
- A general understanding of business financials and the ability to read financial statements such as P&Ls and balance sheets. However, these abilities can be taught.
- Ability to negotiate transactions with support.
- Highly-competitive, trustworthy and honest, with personal integrity. Loyalty is important, as is the ability to stay cool under pressure and lead a team of type A individuals.
- Organized, possessing the ability to multi-task efficiently and effectively.
- Ability to learn on the job and take feedback constructively.
- College degree or a strong background that aligns with the experience necessary to become a successful business broker.

- Virginia Real Estate License is a plus.
- A strong sales background is required.
- Basic knowledge of Microsoft Office and CRM systems
- This position is an outside sales role, so presentable, reliable personal transportation is a must.

**Compensation:**

- Traditionally, business brokerage is a commission only industry. The successful candidate will have the ability to work hard for approximately one year without a reliable income.
- Over time, access to significant commissions as well as medical benefits is expected for the successful candidate.