

Business Operations Manager, Donnelly + Co.

Job Description

January 2025

Donnelly + Co. is a boutique real estate firm with 38 real estate agents and two offices: One in Boston and one on Martha's Vineyard. Founded by Pauline Donnelly, a former top-producing Boston agent for two decades, she has brought together agents who share her vision of a firm built on trust, collaboration, and constant learning. D+Co.'s Boston office has three full-time employees, a marketing manager, a marketing coordinator, and a business operations manager.

The Operations Manager is primarily responsible for the day-to-day fiscal management of Donnelly + Co. real estate sales and rental transactions. Tasks include, but are not limited to:

- Monitoring bank accounts for incoming payments
- Processing all incoming and outgoing payments in relation to sales, rentals, and vacation rentals
- Monitoring and maintaining all transactional paperwork for sales, rentals, and vacation rentals
- Tracking all transaction details via spreadsheets and Skyslope
- Compiling all payment details for listing co-broke commissions and seller excess deposits
- Preparing commission statements and uploading to Skyslope
- Tracking vacation rentals via spreadsheet and Real Time Rental software
- Tracking and processing all vacation rental payments, paying homeowners, agents, town and state taxes
- Processing and disbursing vacation rental security deposits
- Preparing invoices and receipts upon request from the agents
- Compiling office statistics and market data
- Preparing and formatting targeted mailing lists for recent sales and agent marketing campaigns to share with the marketing team
- Checking mail daily and appropriate disbursing/depositing of checks
- Liaising with marketing team in support of agent business development and data analysis
- Completing other administrative tasks as assigned by broker/owner

Compensation:

- Salary commensurate with experience
- 100% health/dental benefits
- 15 days Paid Time Off (for sick/vacation/personal) accrued at 1.25 days per month
- iPhone and cellular plan (100% paid for)
- Laptop for company use
- 401K plan (after 12 months of employment)
- Option to work from home 2 days/month (after 12 months of employment)