



DIRECTOR OF PROPERTY MANAGEMENT– Edison47

Department: Edison47, *a division of The Rush Companies*
FLSA Classification: Exempt
Date: 12/09/2020

Summary:

The Director of Property Management has the primary responsibility to drive value through effective leadership of the Edison47 team, financial oversight of Edison47 and the portfolio of multi-family properties, and implementation of innovative organizational and business strategies for the multi-family residential portfolio. Oversight includes the performance of existing properties, the lease up of new properties under development, and the repositioning of existing properties. This position has full responsibility for the management of all aspects of operation for the multi-family portfolio and supervision of portfolio staff, in accordance with the goals and objectives of the property owners, corporate policies and procedures, and the values of The Rush Companies.

Responsibilities:

- Set and ensure adherence to property budget and profitability goals for both Edison47 and the portfolio of multi-family properties
- Establish and supervise the operations of accounting, information technology, human resources, training and property operations
- Provide designated broker responsibilities including all State and Federal law compliance including but not limited to Fair Housing HUD guidelines, building codes and city referendums
- Supervise a staff of portfolio managers in strategic operations and advise on all aspects of employee recruitment, development and performance while maintaining compliance to state and federal requirements
- Resolve large scale disputes related to property lease agreement, safety/sanitation, vendor performance and collection of income
- Develop value and cash flow driven renovation scopes including design to enhance rent and/or amenity pricing. Establish competitive bid process for vendors/subcontractors and help oversee successful completion of work in an on-time and on-budget manner.
- Establish vendor relationships that will ensure a competitive market edge for both investment ownership and customer satisfaction.
- Oversee the MFTE program to ensure compliance, reporting and a strong working knowledge of each jurisdiction requirements.
- Negotiate competitive bids and supervisor project management for third party vendors.

- Oversee capital projects for successful completion in an on-time and on-budget manner.
- Maintain weekly key issue and quality control meetings with Edison47 team and ownership to monitor property level performance.
- Maintain banking relationships and comply with all reporting necessary to ensure document and inspection requirements.
- Support and assist Rush Development, Rush Capital and Rush Commercial Construction in underwriting new development opportunities, performing feasibility analysis, and designing new multi-family communities for optimal value and operational efficiency.
- Stay current on employee rights and management best practices through training and current policy updates.
- Work as an active member of WHFA and NAA to keep up continued education in local and federal changes in Fair Housing and legislation.
- Maintain compliance to health and safety guidelines.
- Other duties as assigned.

Organizational Improvement

- Seek out efficiencies through technologies and software that streamlines daily operations.
- Implement strategies necessary to provide maximum profitability within the market as established by competitive top performing assets.
- Stay current with new industry programs that will ensure company strategies and resident satisfaction programs that are relevant to all generational and multi-cultural customers.
- Anticipate market competitive risks and opportunities in order to best position the portfolio of multi-family properties to outperform the competition.
- Create, train and monitor individualized property marketing programs.
- Shows willingness to lend a hand if you have extra time or expertise.
- Volunteers to push Company initiatives forward.
- Shares information and resources willingly.

Work Styles and Habits

- Self-motivated and accountable.
- Acts with a sense of urgency.
- Customer focused, service oriented with ability to build and maintain strong working relationships with all customers.
- Positive, professional interpersonal skills.
- Ethical and honest.
- Willingness to fully commit – to be “all in” – as a representative and role model of Edison 47
- Demonstrates resourcefulness in their ability to be creative, to research, and in seeing the big picture while addressing/resolving issues and in breaking new ground.
- Works with high degree of integrity in all interactions, doing what’s right at all times, as a representative of the company.
- Shows support for overall well-being of team members and endeavors to create a welcome approach/environment where everyone thrives.

Job Requirements

- Minimum of 10 years of property management experience with a track record of financial results and leadership.
- Minimum of 5 years of managing property managers, portfolio managers, leasing agents, and maintenance technicians.
- Strong financial analysis skills, including developing and managing budgets and reading and understanding financial statements.
- Entrepreneurial and business growth-oriented outlook.
- Must be knowledgeable about industry regulations, trends and practices
- Must be familiar with all RCW codes related to tenant landlord law, local and federal
- YARDI and/or CMMS experience.

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in all our dealings with clients, consultants, subcontractors and suppliers. We are committed to selecting only those individuals who share in our loyalties while also maintaining our standards of quality and safety.

For more information about The Rush Companies and Edison47 or the application process, go to:

<http://www.therushcompanies.com/rushcareers>

<https://www.edison47.com/>

How to Apply:

Please send cover letter and resume to jobs@therushcompanies.com or via U.S. mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr NW
Gig Harbor, WA 98332

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.