



Leasing Broker – Rush Properties Inc.

Department: Rush Properties Inc.
Reports To: Director of Property Management
FLSA Classification: Exempt
Date: 01/19/2024

Company Profile:

The Rush Companies is a diversified real estate organization comprised of six companies that work together to build and maintain communities. Since 1987, we have built structures and relationships *that last* thanks to our commitment to exceed expectations at every turn. While we have professionalism, integrity, resourcefulness, commitment, excellence, well-being, teamwork, and innovation carved into our cornerstones, our true key to success is the passion we wear on our sleeves.

Our team members at The Rush Companies have a strong reputation for exercising integrity, good judgment and sound business practices in 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.

Summary:

Rush Properties Inc., (RPI), is a commercial real estate services firm that provides exceptional, personalized property management, brokerage, and facilities services for our affiliated commercial real estate properties and third party properties. RPI is currently seeking a **Leasing Broker** to join our team and have primary responsibility of driving growth of long term property cash flow and value through marketing and leasing available space in our commercial property portfolio. The ideal Leasing Broker is driven, personable, analytical, resourceful, resilient, well organized, and a team player. This position must demonstrate strong negotiation and collaboration capabilities coupled with outstanding organization, attention to detail, and time management skills.

Essential Duties and Responsibilities:

- Business Development/Marketing:
 - o Maintains strong market knowledge, including participation in industry events with the goal of creating opportunities for business and gathering market intelligence to guide pricing and strategy.
 - o Directs marketing the Rush portfolio of commercial real estate including online marketing, collateral creation, maintaining and updating online listings, social media and other outreach campaigns to support the Rush Companies and enhance our brand.

- Tours available spaces with potential new tenants and builds strong relationships for future leasing opportunities.
- Relationship Management:
 - Serves as the face of Rush Properties fostering and maintaining high quality relationships with industry partners, brokers, tenants, investors, and other stakeholders.
 - Support Property Management to provide exceptional service and a seamless experience from first contact with a potential tenant through leasing, improvements and tenancy working closely with project managers, property manager, tenant services coordinator, property accountant and facilities team.
 - Nurture relationships with existing tenants to promote retention and foster long-term occupancy in the Rush Portfolio.
- Transaction Management:
 - Negotiates, drafts and finalizes new leases, renewals and assignments working closely with asset management and property management for transparency and approval.
 - Tracks and prioritizes new lease transactions and renewals in online platform, Dottid.
 - Works closely with general contractor Rush Commercial Construction to provide exceptional tenant experience during tenant improvements and delivery of space.

Required Qualifications:

To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree.
- 3+ years of experience in negotiating medical office, office, and/or retail leases preferably within a dispersed portfolio with multiple buildings. Experience in representation of the Landlord side of the transaction preferred.
- Marketing and leasing experience within medical office and/or office portfolio performing similar tasks as described in Essential Duties & Responsibilities.
- Experience in medical office and/or office property management preferred.
- Experience in using Yardi accounting system as it relates to lease administration tasks preferred.
- Proficiency using Microsoft Office Suite – Excel, Outlook and Word.
- Adobe Creative Suite experience is a plus, mainly with InDesign.
- Experience using leasing / asset management software like VTS and/or Dottid.
- HubSpot experience is a plus.

Special Skills

Proven negotiation and analytical skills. Strong written and verbal communication abilities. Strong overall leadership, communication, planning, problem solving and organization skills. Proficient using

computer applications and technology, specifically Microsoft Office products, Adobe Creative Suite, Yardi, HubSpot, VTS, Dottid, etc.

- Team-oriented individual – willing to help others to achieve overall company goals
- Detail oriented – ability to stay organized while engaging in multiple tasks and delivering accurate work product on deadlines
- Positive attitude – helping to create a collaborative and unified environment
- Strong time management skills – self-motivated in completing tasks efficiently
- Strong communication skills – ability to effectively communicate with customers and team-members
- Strong negotiation skills – ability to get the best deal possible while also getting deals done
- Strict adherence to maintaining confidentiality of information

Certifications and/or Licenses

- Licensed broker in the State of Washington
- Notary public

Compensation and Benefits:

Base Compensation: \$70,000 - \$90,000 DOE

Annual Commission range: \$15,000 - \$25,000

Annual Bonus range: \$7,000 - \$10,000

Featured Benefits: Medical, Dental, Vision, Life Insurance, 401(K) matching, Tuition Reimbursement, Paid Time Off

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

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

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
Gig Harbor, WA 98335

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.