



Asset Manager

**Department:** Rush Capital  
**Reports To:** VP of Rush Capital  
**FLSA Classification:** Exempt  
**Date:** 5/2025

### **Summary**

The primary responsibility of the **Asset Manager** is to oversee and optimize the value and cash flow of our real estate investment portfolio. This role will also involve underwriting, sourcing, and managing debt and equity for our real estate portfolio as well as assisting in sourcing and underwriting new development opportunities. The Asset Manager will play a critical role in helping The Rush Companies optimize and grow their multifamily portfolio and achieve long-term investment goals. The Rush Companies currently owns and manages ~2,300 multifamily units with another ~1,200 units in our pipeline. Our goal is to own and manage 10,000 units in 10 years through acquisitions and development.

### **Company Overview**

The Rush Companies is a fully integrated real estate organization made up of six specialized companies working together to build and maintain communities. Since 1987, we've combined development, construction, and property management expertise to deliver lasting value. Our unified structure allows us to manage every stage of a project in-house, ensuring efficiency, quality, and a seamless experience for our clients.

The Rush team is known for its integrity, sound judgment, and commitment to ethical business practices. Whether working with clients, consultants, subcontractors, or suppliers, we prioritize strong relationships and high standards. We carefully select team members who share our values and uphold our unwavering commitment to excellence.

### **Essential Duties & Responsibilities**

- *Portfolio and Operational Oversight*
  - Collaborate with property management teams to drive asset performance, NOI growth, and value creation
  - Review and provide input on annual operating budgets and capital improvement plans
  - Conduct regular site visits and property inspections; develop strong relationships with on-site teams
  - Design and oversee capital investment strategies and renovation plans.
  - Monitor and drive leasing performance and expense control
- *Investment Strategy and Capital Management*
  - Manage and optimize existing debt structures; lead refinancing and re-capitalization efforts
  - Cultivate and maintain strong relationships with lending partners and financial institutions
  - Support equity sourcing and capital structuring for both acquisitions and development projects

- Contribute to buy/sell analysis, exit strategies, and manage the disposition process.
- **Investor Relations and Reporting**
  - Prepare and distribute timely and accurate quarterly investor reports
  - Lead quarterly cash flow forecasting and distribution recommendations
  - Manage investor communications and maintain relationships with equity partners.
  - Oversee investor management platforms and reporting tools.
- Other duties may include assisting with underwriting new acquisition and development opportunities and helping to procure debt and equity for these investments.

### **Supervisory Responsibilities**

- Functional supervision is exercised over external brokers, lenders, equity partners, consultants, and legal advisors. Acquisitions Manager to work with the rest of the Rush Companies team including asset management, development manager, property management, and our construction team to support efforts.

### **Qualifications**

- Bachelor's degree in Real Estate, Finance, Business, or a related field required
- 3–5+ years of experience in multifamily real estate asset management, investment, or acquisitions
- Demonstrated strength in real estate financial modeling and investment analysis
- Strong written and verbal communication skills, including the ability to present to stakeholders
- Proficiency in Excel, financial modeling tools, and Microsoft Office Suite; experience with Yardi, or similar software is a plus
- Highly organized, self-directed, and capable of managing multiple priorities in a fast-paced environment
- Strategic thinker with the ability to analyze trends, mitigate risks, and drive value

### **Physical Requirements**

The physical demands of this job are consistent with an office-based position. Must be able to lift up to 25 pounds. Some mobility is required for property inspections and site visits.

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.

For more information about The Rush Companies, go to:

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

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.*