



Associate Director / Director, Asset Management

Job Title & Location

Associate Director / Director, Asset Management, Commercial Real Estate Private Equity (Job ID: AM1-2023)

San Francisco, CA

Experience level: 5+ years commercial real estate experience with 3+ years in asset management.

Who We Are

Rubicon Point Partners (“RPP”) is a vertically integrated, value-driven real estate investment firm built around core competencies in hands-on management, technology and ESG applications. The Rubicon team has amassed a \$2 billion track record of creative office, R&D, and life science property investments throughout the San Francisco Bay Area and Pacific Northwest financed through various separate accounts, joint ventures, and discretionary funds. Founded in 2010, RPP is a woman and minority-owned business with a team of diverse backgrounds and disciplines. Rubicon prides itself on its contrarian investment approach, innovative and tenant-centric designs, and exceptional team members.

Job Description

We are seeking an Associate Director/Director to take the lead on the Asset Management of several portfolio assets. This is a hands-on role with direct and active involvement across the asset management lifecycle.

Key Responsibilities

1. **Leasing Management:** Develop and implement leasing strategies; engage and negotiate with tenants; oversee lease administration; coordinate marketing efforts for available spaces; analyze market trends; collaborate with property management teams; work with and actively manage 3rd party leasing teams.

2. **Asset Optimization:** Drive asset operational performance to exceed business plans; identify improvement opportunities; implement benchmarks and milestones to measure success.
3. **Team Leadership:** Coordinate property management, construction management, leasing, and analyst teams to deliver results on time and within budget.
4. **Financial Ownership:** With associate support, create and maintain the asset's financial business plans, including cash flow models with sensitivity tables, debt structures, and equity waterfalls; run financial scenarios for business plan changes from key decisions.
5. **Reporting and Presentations:** Periodic reporting to leadership and joint venture partners; present business plan updates recommendations with thorough research and support.
6. **Capital Expenditure Decision Making:** From amenity implementation to interior finishes, make critical capital investment decisions to maximize return on cost and satisfy stakeholder requirements; coordinate with RPP's construction management team to complete projects and limit in place tenant impact.
7. **Acquisitions Input:** Provide critical input on potential acquisitions by formulating and validating anticipated business plans and providing perspective on leasing market conditions.
8. **Legal Document Review:** Review and negotiate legal documents with outside counsel, ensuring favorable financial terms while mitigating risks.
9. **Loan Performance:** Keep an eye on critical loan dates and covenants; satisfy lender reporting requirements.
10. **Mentorship:** Provide leadership and mentorship to Analysts, Associates and other junior members to improve learning curves and career education.

Qualifications The ideal candidate demonstrates leadership, strategic thinking, excellent written and verbal communication, dedicated work ethic, strong analytical skills, and the ability to multi-task while staying organized and detail focused. A positive, "can-do" attitude and curious, growth-oriented mentality is also a must.

- BA or BS degree from a strong academic institution; MBA is a plus.

- 5+ years of commercial real estate experience with 3+ years in asset management.
- Comfort with financial statements and property level accounting.
- Strong analytical acumen.
- Advanced excel and ARGUS ability.
- Excellent written and communication ability.
- Experience leading teams.
- Proven track record of meeting goals and deadlines.
- Ability to confidently present results and recommendations to leadership, committees, and capital partners.
- Familiarity with contracts including leases, service contracts, and loan documents.

Benefits

- Competitive salary and bonus structure.
- Health, dental, and vision insurance.
- 401k retirement savings plan with company matching.
- Commuter benefits plan.

Location and Timing

This role is based in San Francisco, CA and is available for immediate hire.

Interested candidates should submit a resume and a cover letter explaining their interest in the position to Careers@RubiconPoint.com with the subject line referring to Job ID: AM1-2023.

Rubicon Point Partners is proud to be an Equal Opportunity Employer. Rubicon Point Partners does not discriminate for any reason on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, or any other status protected under federal, state, or local law.