

## **FHC Housing Director**

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**Job Title:** FHC Housing Director

**Salary Type:** Exempt

**Reports to:** Assistant Executive Director

**Effective:** As soon as possible

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### **PRINCIPAL OBJECTIVE:**

This full-time position oversees the team responsible for managing Fraternity Housing Corporation (FHC) facilities & employees and supporting Chapter House Corporations (CHCs) to ensure a positive housing experience.

### **CORE RESPONSIBILITIES:**

- Leads the day-to-day operations of the FHC facilities.
- Oversees Assistant Directors of Housing, as well as Housing Manager.
- Provides elevated support to FHC facilities and employees. Provides elevated support for CHCs as needed.
- Partners with the Chapter Services team to address and respond to housing related emergencies.
- Oversees the transition process for CHCs into FHC.
- Partners with the Human Resources team on elevated House Director employee matters.
- Builds and maintains strong relationships with outside vendors, such as CSL Operations Management Team and food service vendors, to ensure those working on a project understand Pi Beta Phi strategic goals.
- Partners with CHCs to serve as a day-to-day facility management resource.
- Collaborates with the Finance Team regarding FHC chapter budgets, capital expenditures, long range plans based on campus specific trends.
- Serves as the housing resource for collegiate finance/housing matters, such as content for collegiate events and publications.
- Oversees the annual chapter agreement process.
- Facilitates relationship building between CHCs, AACs and chapters in need.
- Builds, produces and implements curriculum at biennial Pi Beta Phi events related to housing and FHC specific events such as the House Director Symposium.
- Other duties as assigned.

### **HEADQUARTERS STAFF COMMITMENTS**

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

### **QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:**

Bachelor's degree required. Strong interpersonal skills, business acumen and attention to detail are essential for this role. Experience leading a team, the ability to creatively solve complex problems and high customer service skill important for this role. At least 5 years experience and background in property management and/or university housing would be beneficial.

### **ADDITIONAL INFORMATION:**

Moderate planned travel to visit properties, as well as Fraternity events (College Weekend and Convention) is required for this position. Unplanned travel to properties in housing emergency situations is at times required.

Ability to work in St. Louis is preferred; however, will consider remote candidates.

**Pi Beta Phi's Mission, Vision, Core Values, philanthropic service statement and Commitment to Diversity, Equity and Inclusion can be found at [pibetaphi.org/about](https://pibetaphi.org/about).**