

Assistant Director of Housing

Job Title: Assistant Director of Housing

Salary Type: Exempt

Reports to: Housing Director

Effective: October 2022

PRINCIPAL OBJECTIVE:

This full-time exempt-level position manages Fraternity Housing Corporation (FHC) facilities & employees and supports Chapter House Corporations (CHCs) to ensure a positive housing member experience.

CORE RESPONSIBILITIES:

- Direct day-to-day property management of FHC facilities and provide counsel on specific facility needs.
- Build relationships with FHC chapters and serve as the main FHC liaison to chapter leaders and Alumnae Advisory Committee (AAC) members.
- Manage local employees for assigned FHC chapters, including House Directors, chefs, housekeepers, and houseboys. Partner with Human Resources on elevated employment concerns.
- Educate Chapter Leadership Team and AAC members on the annual FHC/chapter rental agreements and housing operation costs based on individual chapter facility budgets.
- Builds and maintains strong relationships with outside vendors, such as CSL Operations Management Team and food service vendors.
- Partner with Human Resources to manage recruiting, training, and development of FHC local chapter employees.
- Execute plan to ensure a seamless transition of properties into FHC, when appropriate.
- Partner with FHC Finance team on monitoring and understanding FHC chapter budgets, capital expenditure projects and long-range plans.
- Approve FHC chapter invoices and payroll, ensuring expenditures are reasonable and appropriate.
- Provide support on an as needed basis during housing-related emergencies and crisis communication situations.
- Builds relationships with CHCs and supports them through elevated housing situations as needed.
- Partner with Marketing and Communications for alumnae relations and newsletter support.
- 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 in a business or communications related field with minimum of five years of experience in an office setting or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.

ADDITIONAL INFORMATION:

Moderate travel required

DIRECTLY SUPERVISES THE FOLLOWING: FHC local staff including House Directors, chefs, house keepers and house boys

Pi Beta Phi’s Mission, Vision, Core Values and statements of philanthropic service and Commitment to Diversity, Equity and Inclusion can be found at pibetaphi.org/about.