

Job Title: FHC Sr. Director of Housing

Overview	<p>This full-time position works with all Pi Beta Phi entities and leads the FHC team to ensure a positive housing experience. This position oversees FHCs portfolio of facilities, as well as service and support for Chapter House Corporations (CHCs).</p>
Key Responsibilities	<p>Works in partnership with the FHC Board of Directors, as well as CHC Support Officers to provide direction and leadership toward the achievement of FHCs mission and strategic objectives. Assists in creating a compelling and inspired vision for Pi Beta Phi housing overall.</p> <p>Leads the FHC team, providing guidance and expertise as needed.</p> <p>Oversees all aspects of housing such as facilities management, employment, volunteer training, insurance and fundraising for Fraternity Housing Corporation (FHC) and Chapter House Corporations (CHC).</p> <p>Manages a long-range plan for FHC and provides a proactive, futuristic vision for Pi Beta Phi housing, in alignment with the Fraternity's Strategic Plan. Ensures a seamless transition of properties into FHC, when appropriate.</p> <p>Responsible for providing skilled guidance on financial aspects, including FHC budgets, capital expenditures and long-range planning.</p> <p>Works in collaboration with the Fraternity Chapter Support team regarding extension opportunities, as well as chapters receiving elevated support. Partners with the Fraternity if a chapter closes – particularly for chapters with residential facilities.</p> <p>Ensures FHC and CHC facilities have the tools needed to ensure we are providing safe and secure housing for all members.</p> <p>Oversees planning and execution of FHC special events and participates in Fraternity biennial events, including convention, FHC Symposium, College Weekend, Leadership Development Consultant training, etc.</p> <p>Provide support on an as needed basis during housing-related emergencies and crisis communication situations.</p>
Reporting Relationships	<p>FHC Financial Analyst, Assistant Director of Housing, Housing Manager and Housing Coordinator report to this position</p> <p>This position reports directly to the Fraternity/Fraternity Housing Corporation Executive Director</p>

Job Title: FHC Sr. Director of Housing

Travel

Moderate travel required

Qualifications	
Education/Knowledge/Experience	Bachelor's degree in Business or related field of study with at least five years of experience in an office setting or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Strong leadership expertise, interpersonal skills and business acumen are essential for this role. Background in university housing, property management, and/or real estate is preferred.
Skills and Abilities	<p><u>Member Focus:</u> Is dedicated to meeting the expectations and needs of members; ensures first-hand information is obtained and used to improve programs and services.</p> <p><u>Service Focus:</u> Recognizes and values the importance of service to others.</p> <p><u>Collaborative Style:</u> Builds strong partnerships and alliances with others by identifying mutual goals and fostering open dialogue.</p> <p><u>Credibility:</u> Adheres to and advocates Pi Beta Phi values, policies and guidelines; is accountable and expects accountability from others, trusts others and is trusted; maintains confidentiality.</p> <p><u>Planning & Execution:</u> Plans and organizes work effectively, manages time effectively; completes multiple tasks on time.</p> <p><u>Effective Communication:</u> Possesses strong oral and written communication skills.</p> <p><u>Problem Solving:</u> Solves difficult and complex problems with practical, effective solutions; agile and resourceful; takes initiative to research and brainstorm viable solutions.</p> <p><u>Change Management:</u> Demonstrates personal flexibility and resilience.</p> <p><u>Developing others:</u> Works effectively with a variety of personalities while coaching and developing leaders across the organization.</p> <p><u>Technical Skills:</u> High level of proficiency with use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), database software, and the internet.</p>