

Alpha Delta Pi

BE THE FIRST

DIRECTOR OF HOUSING

DEPARTMENT: International Housing

POSITION TITLE: Director of Housing

GENERAL DESCRIPTION: This full-time position is responsible for the development, implementation and facilitation of the strategic vision supporting multiple functions of real estate operations for a portfolio of student housing assets across the United States.

Duties Performed

- Develop ongoing communication programs and initiatives to Alpha Delta Pi staff, collegians and alumnae related to housing issues such as industry trends/concerns, compliance matters with federal, state or Alpha Delta Pi standards, success stories, internal reporting matters, housing conferences, etc.
- Cultivate vendor/strategic partnerships and work with other Greek Organizations and Associations, representatives of universities and colleges and various community representatives
- Execute the leasing and/or ownership process for real estate transactions as needed between IHC and local chapters and house corporations
- Develop Alpha Delta Pi International Housing Corporation's (IHC) annual budget
- Act as liaison with insurance company , for questions, claims, insurance premiums, communication and risk management and develop protocol to ensure real estate coverage is properly procured with respect to existing real estate, newly acquired or constructed Chapter houses, Chapters who are moving from one Chapter House to another and other situations where the potential for under-insurance might exist
- Work with the Senior Director of Operations on the annual insurance renewal process
- Serve as point of contact to connect resource needs
- Assess financial requests and make recommendations to Grand Council or International Housing Board on leases, purchases, and loans
- Ensure processes and resources are documented
- Analyze and support housing needs in existing chapters and colony campuses including negotiation of leases, coordinating capital campaigns, coordinating the development of maintenance schedules for facilities, coordinating communications regarding requisite member fee and addressing other matters that need to be communicated to collegian and alumnae members
- Drive cooperative efforts and collaborative with Executive Office departments and volunteers
- Manage the IHC Services & Support program processes, enrollment, and continued development

Expectations

GENERAL

- Perform all supervisory responsibilities including but not limited to conducting team meetings, providing employee feedback and performance reviews for positions within the housing team
- Supervise and perform all procedures relating to the housing team and daily office management in an efficient, effective and professional manner
- Ability to work independently and take initiative
- Consistently demonstrate through words, actions, and interactions, alignment with Alpha Delta Pi values

and strategic direction, focusing on the success of the Sorority and IHC

- Promote the ongoing development of a service relationship with collegiate chapters, local and national volunteers, and all members of the Sorority and IHC
- Demonstrate a positive, problem-solving mindset in the spirit of teamwork and cooperation
- Maintain positive public relations within the Sorority, IHC, Foundation, and service and support vendors
- High degree of professionalism and confidentiality required
- Perform other duties as assigned by the Senior Director of Operations

TRAVEL

- Alpha Delta Pi Conferences and relevant workshops and conferences sponsored by NPC/NIC or other industry professional associations and organizations
- Inspect IHC facilities and be present for City inspections as needed for IHC owned facilities

Suggested Background & Experience

- Organization and management skills that will allow for leading and completing multiple projects simultaneously
- Written and verbal communication skills that will allow to educate collegians and alumnae on complex issues in a transparent manner
- Preferred experience with construction management/facility operations
- Requires knowledge of budgets, financial analysis, and the ability to plan effectively
- Ability to comprehend, analyze, and interpret complex projects
- Ability to solve problems involving several variables
- Strong understanding of Microsoft Office Suite and Adobe
- Decisions made with thorough understanding of procedures, company policies, and business practices to achieve general results and deadlines
- Meet project deadlines
- Ability to work flexible hours beyond 8-5 M-F
- Ability to travel weekdays and weekends

DEGREE OF SUPERVISION: Minimal

FROM: Sr. Director of Operations

EXTENT OF SUPERVISION GIVEN: Moderate

TO: Housing Specialist and Housing & Facilities Coordinator

PARTNERS WITH: All Departments and volunteers

EMPLOYMENT LOCATION: Alpha Delta Pi's Executive Office in Atlanta, GA is preferred; remote work may be considered.

STATUS: Exempt