

## Assistant Director of Housing

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**Job Title:** Assistant Director of Housing

**Salary Type:** Exempt

**Reports to:** Housing Director

**Effective:** As soon as possible

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**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 management of facilities while researching and providing counsel on specific facility needs.
- Build relationships with FHC chapters and serve as the main liaison for chapter leaders and AACs in the region.
- Educate Chapter Leadership Teams and Alumnae Advisory Committee members on the annual FHC/chapter rental agreements and housing operation costs based on individual chapter facility budgets.
- Manage local employees for assigned FHC chapters, including House Directors, chefs, housekeepers and houseboys. Partners with Human Resources on elevated employment concerns.
- Drives consistent communications with national vendor partners, alumnae, International officers and local employees, as well as Headquarters staff to manage people and processes.
- 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 as appropriate 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 required.
- Minimum of 5 years professional experience in an office setting or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Excellent written and verbal communication skills.
- Member of Pi Beta Phi preferred, not required.

### **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 on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at [pibetaphi.org/about](http://pibetaphi.org/about).**

**At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education and other relevant factors. Minimum salary in grade level E is \$52,530.**