

Position: Property Manager

Level: Manager

Summary: The Property Manager is a member of the Housing Team. The primary objective of this position is to achieve enterprise measures for member engagement, member satisfaction and brand awareness through providing a matchless housing experience. This role frequently collaborates with Housing Team and others throughout Executive Office as needed to ensure the long-term housing strategy is implemented as cohesively and excellently as possible. The Property Manager is responsible for managing properties across the enterprise, house employees, and volunteers.

Qualifications:

- 3-5 years of related experience
- Bachelor's degree from an accredited college or university required
- At least 2-3 years of professional staff management experience
- Possesses property management, property budgeting, housing staff relations, real estate acumen, capital improvements, property acquisition, and safety standards skills
- Demonstrated success leading property management
- Ability to model, teach, and promote Tri Delta's guiding principles, Purpose, and vision

Primary Roles: Property management, operational efficiency, fiduciary sustainability, NHC and PSP relations, capital improvements, housing maintenance

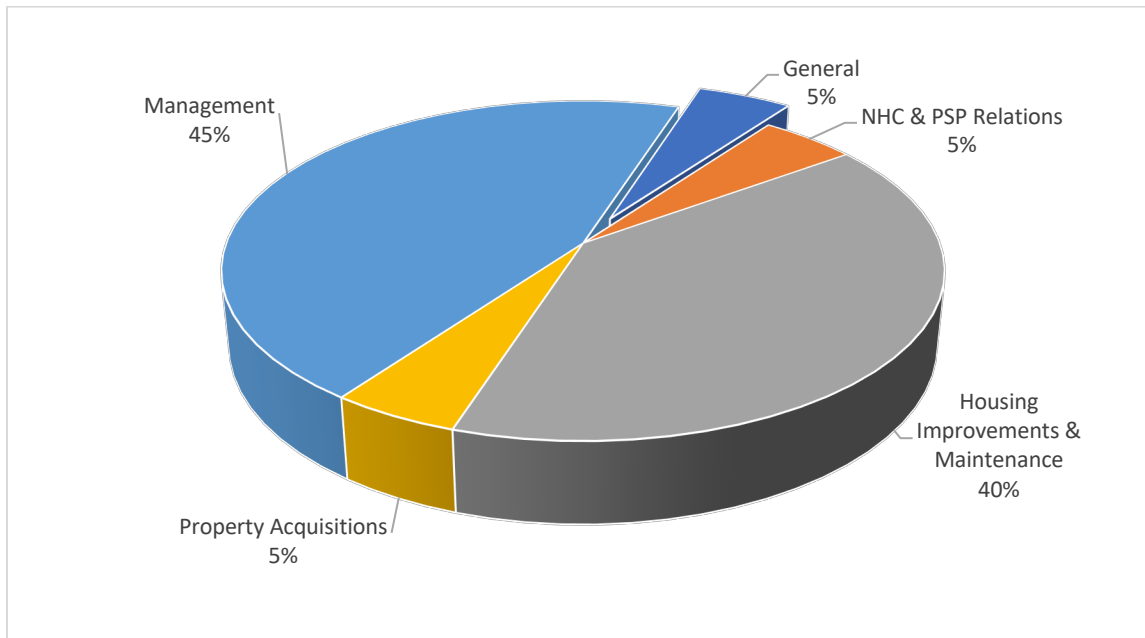
Reports To: Sr. Director of Properties

Supervises: House Directors

Travel: Up to 50%

Typical Week: 40 hours

Allocation of Time: Time allocation is based on available time described in typical week



Key Responsibilities

- Manage safe, comfortable and competitive properties in which Tri Delta members live, learn and lead according to Tri Delta's Purpose.
- Assist the Sr. Director of Properties in planning, developing, organizing and evaluating Tri Delta Housing property's fiscal performance.
- Assist Sr. Director of Properties in establishing budgets for each assigned property.
- Implement and manage budgets for each assigned property.
- Review all invoices and requests for deposit for assigned properties for approval and processing.
- Provide support and collaboration to the Housing Team for the annual house director training.
- Manage vendor relationships and the coordination of all major and minor repair projects and renovations at assigned properties.
- Forecast and develop short- and long-term project plans for assigned properties.
- Manage House Directors at all assigned properties.
- Communicate regularly with vendor partners and House Directors on repair and maintenance needs and follow up to ensure completion.
- Assist the Sr. Director of Properties to make the transfer of property a smooth process.
- Visit assigned properties as needed.
- Manage chapter dining operations at all assigned properties.
- Manage the compilation of licensing agreements for assigned properties including setting move-in/move-out dates.
- Ensure that assigned properties maintain the highest safety standards.
- Assist the Sr. Director of Properties during chapter closing or house corporation dissolution process.
- Attend Tri Delta Housing Board meetings and such other meetings as requested by Sr. Director of Properties.
- Inform housing team of all projects, budgetary needs, etc., related to your area of responsibility.
- Complete visit report forms for all property visits made.
- Respond to emergency situations in a manner consistent with the policies and procedures, conduct required action items and follow up as necessary.
- Attend annual Greek Housing Alliance meeting and MJ Insurance Housing Forum.
- Assist Sr. Director of Properties with special projects or one-time events, as needed.
- Provide weekly updates to the Sr. Director of Properties on assigned properties.
- Collaborate with housing team members and other departments as it relates to facility management and housing operations.
- In partnership with member experience team members, serve as liaison between host institution housing and residence life offices and Tri Delta Housing.
- Obtain the requested improvement and design approvals from the universities as necessary.
- Maintain all University Exclusive Use and Lease agreements.
- Be passionate about serving others (e.g., Tri Delta EO employees, Board members, collegiate and alumnae members) and helping them become the best versions of themselves.
- Consistently demonstrate bravery, boldness, and kindness.
- Participate in the development of team goals which ultimately support enterprise goals(s) of member experience, organizational effectiveness, and sisterhood growth.
- Participate in Tri Delta events and pursue external relationships.
- Other duties as assigned.