

**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 the provision of 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, supervising house directors and other employees, and executing housing initiatives and responsibilities.

**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

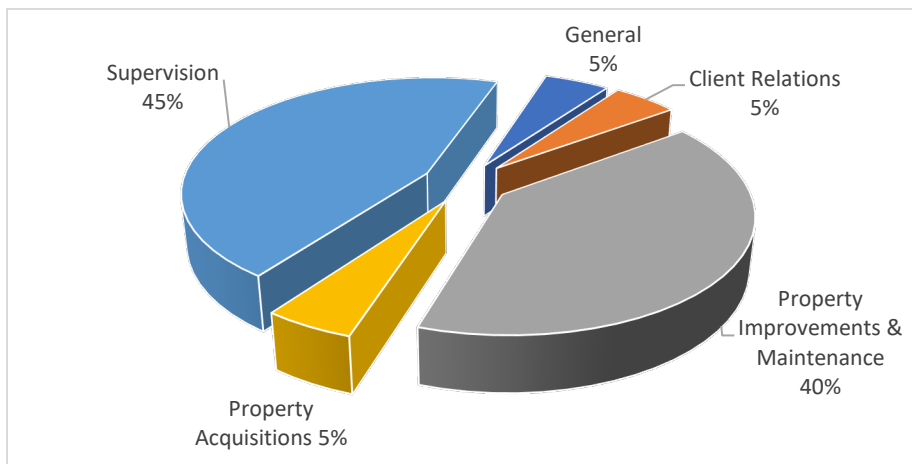
**Primary Roles:** Property management, operational efficiency, fiduciary sustainability, Tri Delta Housing and Park Street Properties relations, capital improvements, housing maintenance

**Reports To:** 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 Director of Properties in planning, developing, organizing and evaluating Tri Delta Housing property's fiscal performance.
- Assist the 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.
- Supervise and support House Directors at assigned properties.
- Communicate regularly with vendor partners and House Directors on repair and maintenance needs and follow up to ensure completion.
- Assist the 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 possible safety standards.
- Assist the Director of Properties during chapter closing or house corporation dissolution process.
- Attend Tri Delta meetings as requested by the Director of Properties.
- Inform housing team of all projects, budgetary needs, etc., related to 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 the Director of Properties with special projects or one-time events, as needed.
- Provide weekly updates to the 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 landlords as necessary.
- Maintain all landlord required exclusive use or lease agreements.
- Other duties as assigned.