



Staff Position Description:  
**ASSOCIATE DIRECTOR OF MANAGED PROPERTIES**

Inherent in each staff position within Alpha Xi Delta National Housing Corporation is an obligation to commit to the NHC mission: *The mission of the Alpha Xi Delta National Housing Corporation (NHC), in support of local corporation boards and its collegiate chapters, supports chapter facilities that provide an environment promoting Sisterhood, learning, wellbeing, and growth.*

The National Housing Corporation sets a high standard for chapter facilities by ensuring it protects the Alpha Xi Delta brand, is safe, properly maintained, financially secure, and enhances the living and learning environment of the chapter. All staff of Alpha Xi Delta's entities also commit to the Fraternity's vision: Inspiring women to realize their potential. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: To enrich the life of every Alpha Xi Delta.

<b>RESPONSIBLE TO:</b>	Director of Managed Properties
<b>DEPARTMENT AND CLASSIFICATION:</b>	The Associate Director of Housing is a member of the Housing Team. The position is classified as non-exempt and is a full-time position.
<b>PURPOSES AND BASIC FUNCTIONS:</b>	Main job purposes will be housing agreement distribution, maintaining data records in the database, assisting in the maintenance for the managed properties, developing resources for House Directors, and monitoring accounts receivable as it relates to housing.

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<b>INTERNAL RELATIONSHIPS:</b>	The Associate Director of Managed Properties fosters a sense of team spirit and cooperation among all Fraternity personnel, both staff and volunteer. Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and mission. Although a position may generally require collaboration more with one staff member than with another, all staff members work cooperatively and respectfully with each other.
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<b>EXTERNAL RELATIONSHIPS:</b>	The Associate Director of Managed Properties represents Alpha Xi Delta courteously and professionally to all who encounter Fraternity Headquarters.
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## **DUTIES AND RESPONSIBILITIES**

### **Property management**

- Annually reviews and revises language in housing agreements and distributes them timely for the various properties under NHC management
- Interprets, in accordance with policies set by the NHC board of directors, housing agreements when disputes arise regarding terms or language
- Maintains ledger of housing deposits received per managed property
- Evaluates the room check lists /damage reports and posts charges for damages for the managed properties
- Coordinates chapter dinners for the unhoused Alpha Xi Delta chapters under NHC management
- Sets up storage rental locations for Alpha Xi Delta chapters
- Serves as the liaison to the chapter Facilities Management Director
- Helps execute the NHC Strategic Priorities
- Provides support to the Director of Business Development on special projects

### **General Financial Support**

- Analyzes accounts receivables through follow-up on outstanding balances related to housing due from members and develops a plan of action for repayment
- Coordinates with the chapter Finance & Operations Vice President to establish billing cycle set up and schedule of charges for housing related fees for chapters under NHC management
- Assists with oversight of the officer purchasing card program, including ordering new cards as needed, maintaining the list of card holders, reconciling the purchasing card activity, and contacting the card company as needed
- Assists with the collection of W-9s, as needed, to housing vendors
- Prepares monthly property financial summaries
- Assists with the management of the invoices entered for payment in Vault in each of the independent NHC BillPay accounts
- Maintains accurate vendor records in Vault for each of the independent NHC BillPay accounts. This includes, but is not limited to, updating AP vendor information as needed.
- Serves as the contact for the Finance Team Specialist – Liaison to Housing Team volunteer role

### **Data Coordination**

- Responds to requests that the Housing Team receive, whether written, phone or email, and is responsible for customer/member satisfaction
- Captures and maintains accurate and current records to the Fraternity's database, i.e., any data provided via the LBC Annual Report, CSL inspections, Holmes Murphy inspection reports, etc.
- Maintains files for the NHC, both paper and electronic and manages document retention
- Monitors compliance by local building corporations with regard to annual reports, and follows up with corporations as needed

### **Resource Evaluation and Maintenance**

- Evaluates resources materials and coordinates efforts to present best in class materials
- Promotes the educational and training opportunities offered by Alpha Xi Delta's vendor partners
- Develops House Director resource library

### **Miscellaneous**

- Other duties as assigned
- Participates in board meetings, as needed/requested
- Participates in all staff meetings and retreats

### **Qualifications:**

The Associate Director of Managed Properties position requires a detail oriented, organized, team player as the Housing Team works closely with all other departments within the Fraternity. Candidates should possess excellent written and verbal skills, as well as attention to detail and excellent organizational skills. Candidates should have the ability to work independently. The ideal candidate will also be open to assisting with building organizational processes and present a positive and enthusiastic attitude.