

## **Fraternity House Director**

Richmond Property Group is a non-profit, 501(c)7 whose sole purpose is the preservation and protection, ownership and management of Alpha Tau Omega fraternity houses for the benefit of ATO. RPG is seeking a House Director starting middle to late summer 2019. The ideal candidate will have demonstrated property management experience, strong communication skills and proven experience in providing a safe and secure fraternity house.

### **Key Responsibilities**

1. Reside in the Fraternity Chapter House (the "Premises") at all times that the chapter members are present. Be available on weekends and evenings in case of emergency and to notify Richmond Property Group, the (Manager) and the Chapter, if this is not possible. This position requires a 12 month/52 week commitment with all absences or vacations coordinated and approved by Manger.
2. Prepare reports for the Manager on the physical condition of the Premises. Complete and return all reports by their designated timeline, including:
  - a. Monthly report
  - b. Semester report
  - c. Year-end report
  - d. Other reports as requested by Manager
3. Be present during scheduled non-ritual functions of the Alpha Tau Omega Fraternity (Fraternity) and Chapter, such as:
  - a. Homecoming
  - b. Parent's Weekend
  - c. Founders' Day
  - d. Recruitment Events
  - e. Other events as requested by Manager
4. Report any major physical or structural problems of the Premises immediately to Manager.
5. Become informed of and to enforce the risk management policies, rules and regulations of the Fraternity and the Lease between Richmond Property Group, Ltd. and Chapter, including but not limited to the no alcohol policy, if applicable, pets, smoking, etc. These rules apply to the House Director as well as the Chapter's members.
6. Report any issues or incidents involving the Chapter's members and guests, observed or experienced, to the Manager and to other persons designated by the Manager.
7. Close and secure the Premises after residents leave for university designated breaks.
8. Maintain an open line of communication with the undergraduate chapter by attending weekly Chapter executive board meeting.
9. Work to build a mentor-type relationship with the Premise's residents with whom you are working. A true and lasting engagement with the members fostering an environment of trust and personal accountability.

10. Participate in any management, or termination process of meal service or preparation staff.
11. Assist Chapter and Manager in review of all expenditures ensuring they are in-line with the budget allotted.
12. Supervise cleaning staff and work with the Chapter's house manager to ensure the cleanliness of the Premises and keep the Premises clean and orderly while maintaining a hospitable environment.
13. Review and record all invoices for purchases House Manager has made and has been authorized to make, and to turn them over to Manager. Send invoices and related documents to Manager upon request.
14. Keep a record for Manager of any and all charges incurred by the Chapter that appear on the Manager's or Landlord's invoices or by special purchase so Manager can bill the tenant chapter under the terms of this Lease.
15. Perform resident check-in/check-out inspection procedure at the commencement/conclusion of each semester or as individual tenants may check-in/check-out during the semester, including managing room keys and performing the duties prescribed under the "Move-in/Out Form" and "Move-in / Out Policy" document approved by Manager (which must be completed immediately upon resident check-in/check-out). Visually inspect the resident's room during check-in/check-out for any damage or missing items and note the same on the "Move-in/Out Form" document approved by Manager and return to Landlord within seven (7) days of inspection.
16. Provide a list of Premise residents including name, room number, and cell phone number to the Manager by the second week of classes each academic period.
17. Schedule, supervise, and review the work of any outside contractors. Recommendations on summer work/repairs must be presented to Manager by February 1st of the same calendar year.
18. Forward all mail to the appropriate parties when school is not in session.
19. Immediately report any security issues to Manager.
20. Schedule and execute semesterly fire, tornado and shelter in place security drills. Educate all residents on standard safety and security policies and procedures.
21. Upon your departure from the position, turn over all maintenance records over to Manager.

House Director's duties shall also include the application of skills and knowledge to ensure a safe, well-run operation, between both the House Director and the Tenant Chapter and its Members. Manager, in consultation with the Tenant, reserves the right from time to time to change the nature and scope of the House Director's duties. House Director shall carry out, to the best of his or her ability, any and all duties assigned to the House Director.

#### Reporting Relationships

Reports directly to Richmond Property Group's Asset Manager

### Education/Knowledge/Experience

- Bachelor's degree; significant experience in collegiate leadership and/or student organization involvement.
- Excellent communication, customer service and organizational skills.
- Previous student housing or property management experience.
- Ability to work independently.
- Ability to maintain confidential information.
- Ability to perform basic functions of Microsoft Outlook, Word and Excel such as simple spreadsheets and scanning of PDF files.
- Positive solution-focused attitude.
- Ability to interact professionally and diplomatically with students, parents, alumnae, service providers and community resources.
- Strong interpersonal skills including the ability to work with college-age men.
- Ability to climb up and down several flights of stairs and lift 25 pounds if necessary.
- Must possess a valid driver's license.

To apply, please submit resume and three professional references to Matthew Higgins, COO, [mhiggins@rpg-mail.com](mailto:mhiggins@rpg-mail.com).