

ASSISTANT DIRECTOR OF HOUSING

PRIMARY RESPONSIBILITIES

- Negotiate, budget and manage Master, Chapter and Member agreements for properties within your portfolio assigned by CLVEN National Housing Corporation (NHC) as fitting into our strategic plan for long-term presence on selected campuses. These will be assigned by the Director of Housing.
- Monitor and follow up on monthly payments with the Director of Housing. Work with individuals to resolve delinquent payments.
- Assist with all communications between CLVEN NHC and residents/guarantors.
- Assist the Director of Housing with the development of resources for House Directors/House Managers.
- Operate within the approved budget for properties within your portfolio.
- Visit owned chapter facilities to help with move in, move out and any other issues they may experience (as needed).
- Identify potential property acquisition opportunities.
- Handle all re-leasing for existing contracts with chapters and property owners.

BASIC RESPONSIBILITIES

- Be present and actively engaged, either physically or on a Zoom call, for all 1:1 conversations, area meetings, staff meetings, etc.
- Submit semi-annual performance plans with projected areas of professional development and evaluation.
- Assist in reviewing all housing resources annually.
- Cultivate and maintain positive relationships and demonstrate excellent customer service with all of our constituent groups, including undergraduates, alumni, parents/family members and University friends.
- Other projects as assigned.

DESIRED COMPETENCIES

- Responsibility
- Results Oriented
- Thoroughness

BENCHMARKS FOR EVALUATION

- Collection of accounts receivable
- Total occupancy percentage across your property portfolio

This position requires relocation to Carmel, Indiana, a suburb of Indianapolis, Indiana.

Organizational Breakdown: CLVEN 100%/Fraternity 0%/Foundation 0%

Breakdown: 0% Fundable