

EMPLOYMENT OPPORTUNITY

POSITION

Director of WPN Housing

DEPARTMENT

WPN Housing

COMPANY

Sigma Tau Gamma Fraternity, Inc.
WPN National Housing Company, LLC.

OUR VISION

Building Noble Generations of Men.

A Sig Tau knows that life *is* about growing to your own personal best, growing to greatness. He doesn't just happen upon us; he is chosen from among our friends to be called our Brother. He is then shown the deeper meaning behind our outward principles – principles which give our men every advantage to make each day count, the knowledge to strive for one's personal goals, and the will to be courageous. What a Sig Tau believes, shapes who he is and informs his every action.

A fraternal experience committed to building a generation founded upon nobility remains the principal benefit of membership in Sigma Tau Gamma and the one definitive element that differentiates us from other fraternal organizations on campus.

By the very definition of the word *noble*, those not affiliated with Sigma Tau Gamma will know that we provide values-based leadership development opportunities to our members. With the vision as a backdrop, we have developed a purpose statement, which will focus our efforts.

OUR PURPOSE

To be a Fraternity of Courageous and Noble Gentlemen Who Always Endeavor Forward.

Having courage is the most important thing any man can do, it is a foundation because without courage you cannot practice any of the principles or strive to be a high-performing noble gentlemen.

It is our duty to provide a spontaneous and joyous welcome to each and every man who wants to call himself a Sig Tau. By creating that kind of environment, we will foster the best within each member, thereby giving them a path to pursue wisdom all through life. It is that commitment to better oneself that will give them the will to endeavor forward – always.

We cannot reach our vision or exemplify our purpose if the products and services we offer are not **relevant** to our members, **replicable** across chapters and time, and **recognizable** as ours so as to be discernable from our competition. These 'Three R's' will become the litmus test against which we will allocate resources in the months and years to come.

YOUR ROLE IN OUR VISION AND PURPOSE

The Director of WPN Housing is a full-time position responsible for oversight of all functions within the WPN National Housing Company, which includes supporting the facilities owned and operated by Sigma Tau Gamma, support of chapters and associate chapters housing initiatives, and maintaining seamless operation of chapter and HQ facilities.

The Director of WPN Housing reports directly to the Chief Executive Officer. As the Director, you will focus primarily on the acquisition and management of WPN facilities to support the chapters and associate chapters of Sigma Tau Gamma Fraternity.

As a non-profit organization, our organization has prioritized that membership growth needs to be achieved by all chapters for Sigma Tau Gamma to reach its full potential. The Director WPN Housing is essential to the Fraternity's long-term ability to achieve the organizations 2020 Strategic Plan and each of the growth initiatives.

SPECIFIC RESPONSIBILITIES

- Manage all WPN facilities.
- Work with the Director of Finance and Human Resources to execute all elements of the WPN business cycle.
- Serve as a connector to constituents, helping to answer questions on all phases of the WPN business development lifecycle from interested alumni to chapter officers and advisors.
- Perform extensive quantitative and qualitative research for prospective and transitioning chapters through the examination of public records, reports, and filings, etc. from the chapter, campus, Fraternity, state government and federal government and share that information effectively with the WPN staff and local chapter.
- Travel as a representative of WPN Housing for meetings, presentations, new chapter onboarding, new advisor/officer relationship building, and lease renewal as needed.
- Collect, organize and track transition documentation and records.
- Work with communications department to create and execute relationship management strategies to build trust and affinity for the WPN Housing experience.
- Provide quality proposals and presentations for prospective chapters, including prospect research.
- Interface with the other team members for chapter housing needs.
- Foster relationships with new and existing house corporations.
- Pursue continuing education and training on the housing as well as the best practices of housing operations and management.

- Oversee management and operation of Sigma Tau Gamma owned and operated facilities.
- Provide leadership and direction to Associate Director of WPN Housing.
- Maintains the Fraternity's reputation for integrity, responsibility, caring and prudent management of member information.
- Provide ideas, opinions, or information in an articulate, professional manner.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- WPN Housing Staff
- Chapter Facility Housing Managers

SUPERVISOR

Chief Executive Officer

REQUIRED QUALIFICATIONS

- Member of Sigma Tau Gamma Fraternity or other fraternity/sorority and basic knowledge of Greek life strongly preferred.
- Master's Degree Required.
- Ability and willingness to travel as a representative of the WPN Housing Company.
- Former Residence Hall Graduate Assistant, Residence Hall Director, off-campus/apartment management experience desired.
- Knowledge of property management software desired.
- Computer literacy and proficiency with Microsoft Office software suite.
- Must possess excellent analytical, organizational and communications skills.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks and a variety of demands.
- Strong self-motivation and the ability to work as a team member.
- Commitment to maintaining confidentiality and a high degree of accuracy in constituent records.
- Ability to anticipate needs, see opportunities and use good judgment in dealing with confidential information.
- Ability to analyze and review operational procedures, identify problem areas and optimize performance through procedural changes.
- Must be able to work in an environment of constant demands and frequent interruptions.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive work environment, the spirit of cooperation and positive reactions to change.
- Aptitude for learning about the housing and Greek industry, our principles and practices and ability to maintain a professional, polished demeanor.
- Must be able and willing to lift and carry items 35-50 lbs.
- Creativity, curiosity, sense of humor, high energy level and enthusiasm.



8741 Founders Road
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LOCATION

Indianapolis, Indiana

DESIRED START DATE

Mid-June; Negotiable

EMPLOYMENT STATUS

Exempt Employee; Salary

COMPENSATION AND BENEFITS PACKAGE

Sigma Tau Gamma is a small, non-profit business with a large reaching impact. Our select staff of 20 men and woman immediately allows you to join and have an instant impact on an organizational membership of over 61,000. From day one, you become a valued and essential member of our team.

Additionally, you will receive:

- Competitive Nonprofit Salary
- Meal and Mileage Reimbursement
- Health and Dental Insurance Coverage (at no cost to the employee)
- Long-term disability and Life Insurance (at no cost to the employee)
- Paid Holidays, vacation days, and sick time
- Not-for-Profit Rates on Company cell plan
- Reimbursement for Relocation to Indianapolis, Indiana
- Personally, Retain Accumulated Airline and Hotel Travel Points
- Ability to Participate in 401K with match
- Personal and Professional Development Opportunities

NON-DISCRIMINATION POLICY

The Sigma Tau Gamma Fraternity, Foundation, and the WPN National Housing Company are an equal opportunity employer. We do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law.