

## EMPLOYMENT DESCRIPTION

### POSITION

**WPN Property Manager**

### DEPARTMENT

WPN National Housing

### RELATED COMPANIES

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

### OUR VISION

Building Noble Generations of Men.

### OUR PURPOSE

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

### YOUR ROLE IN OUR VISION AND PURPOSE

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

The WPN Property Manager reports directly to the Chief Executive Officer. This position will focus primarily on the management of WPN facilities to support the chapters and associate chapters of Sigma Tau Gamma Fraternity.

### SPECIFIC RESPONSIBILITIES

- Manage all WPN facilities.
- Serve as the primary representative for constituents, helping to answer questions on all phases of the WPN business development lifecycle from alumni, chapter officers, tenants, and guarantors.
- Oversee management and operation of Sigma Tau Gamma owned and operated facilities including maintenance requests, supply ordering, tenant leasing and accounts receivable, vendor relationships, and billing.
- Travel as a representative of WPN for meetings, chapter presentations and facility inspections, new chapter onboarding, advisor/officer relationship building, and lease renewal as needed.
- Collect, organize, and track transition documentation and records.

- Work with the Director of Finance & Human Resources to execute all elements of the WPN business cycle including budgeting, billing, invoice processing, and accounts receivable follow up.
- Communicate to the fraternity information about chapter properties and occupancy to help ensure filling properties to 100% capacity.
- Work with the communications department to build upon the WPN brand experience.
- Advise and direct undergraduate house managers.
- Interface with the other team members for chapter housing needs.
- Foster relationships with new and existing house corporations.
- Serve as the primary contact for vendors and contractors for scheduling, maintenance response, capital improvement projects, and property inspections.
- Support the CEO with the WPN Board of Managers meetings, pursuing goals of the strategic plan, and company priorities.
- Review and process payments.
- Respond to property emergencies as they occur via remote support.
- Pursue continuing education and training on housing trends as well as the best practices of housing operations and management.
- Other duties as assigned.

#### **SUPERVISORY RESPONSIBILITIES**

None

#### **SUPERVISOR**

Chief Executive Officer

#### **REQUIRED QUALIFICATIONS**

- Member of Sigma Tau Gamma Fraternity or other fraternity/sorority and basic knowledge of Greek life strongly preferred.
- Ability and willingness to travel as a representative of the WPN National Housing Company.
- Former residence hall graduate assistant, residence hall director, off-campus/apartment management experience desired.
- Knowledge of property management software desired.
- Must possess excellent analytical, organizational and communications skills.
- Initiative and independence in carrying out responsibilities.
- Ability to prioritize and manage multiple tasks.
- 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.

- 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.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Frequently required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items up to 25-50 pounds
- To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals to perform essential job functions.

#### **LOCATION**

Indianapolis, Indiana

#### **DESIRED START DATE**

Immediate Start

#### **EMPLOYMENT STATUS**

Exempt Employee; Salary

#### **COMPENSATION AND BENEFITS PACKAGE**

Sigma Tau Gamma is a small, non-profit business with a large reaching impact. You will have an instant impact on an organizational membership of nearly 75,000. From day one, you become a valued and essential member of our team.

Additionally, you will receive:

- Competitive Nonprofit Salary
- 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, Responsible Time Off
- Not-for-Profit Rates on Company Cell Plan
- Personally, Retain Accumulated Airline and Hotel Travel Points



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Indianapolis, IN 46268-1338  
Phone: (317) 644-1920

- Ability to Participate in 401k Plan
- 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.