

Position Title: Asset Manager
Department: SigEp National Housing
Reports to: SigEp National Housing Managing Director

Overall responsibility: Manage and improve SENH's Property Management Program (PMP) by achieving financial and operational goals with each property within the Asset Manager's property portfolio.

Key tasks and responsibilities:

1. Manage the performance of assets (properties enrolled in the PMP), including financial planning/future projections, local management oversight, occupancy and strategic capital improvement planning. Optimal performance is achieved through both remote service and on-site visits to each asset.
2. Create a leasing strategy for each asset and coordinate with local volunteers, undergraduates, and parents to execute leases and achieve occupancy goals
3. Utilize SENH's collection policy to collect accounts receivable (rent, parlor fees, etc.) in a timely and efficient manner.
4. Manage local site manager, vendors, contractors and other compensated individuals or entities contracted to perform essential responsibilities of asset management.
5. Coordinate with the local site manager and Alumni Volunteer Corporations to assess and bill for damages. Upon move out, ensure the timely return of security deposits less any damages.
6. Collaborate with SENH accounting personnel to ensure timely payments to vendors.
7. Create financial forecasts and budgets and review on a monthly basis to achieve long-term property goals (cash flow, reduction of deferred maintenance, and future capital improvement projects).
8. Provide monthly financial reporting to Alumni Volunteer Corporations and other stakeholders.
9. Collaborate with the SENH team, and other fraternity teams as required, to share housing best practices with the SigEp community through virtual and in-person educational programs.
10. Prepare and send communications on an as needed basis to alumni, volunteers, undergraduates and parents (property updates, owner and tenant portal access, maintenance reports).
11. Collaborate with the SENH team to prepare reporting materials to the SigEp National Housing Board of Directors.

Skills and attributes:

- Results-oriented
- Self-starter with strong ability to achieve team goals
- Experience with real estate management and finance
- Strong leadership and collaborative skills; a team player
- Effective communication skills, both verbal and written
- Desire to learn and think critically about each of SENH's core areas of operations – Financing, Real Estate Management and Consulting
- Broad knowledge of fraternity operations
- Project management experience
- Comfortability in travel for board meetings and in-person site-visits to managed properties
- Remote employment considered

Experience requirement

- BA or BS preferred

- 2-3 years work experience in property management, asset management or similar
- Proficient in use of technology to complete tasks (Microsoft Office, Salesforce, Buildium, Google Workspace)

Benefits:

- Company sponsored medical, dental and vision
- 401k with match
- Paid Time Off and Holidays

Sigma Phi Epsilon Fraternity Sigma Phi Epsilon (SigEp) was founded on November 1, 1901 at Richmond College, now the University of Richmond, in Richmond, Virginia. Since then, SigEp has grown to become one of the largest fraternities in the country.

Around 13,000 SigEp undergraduates are on more than 200 college campuses each year. They are among the more than 350,000 lifetime brothers who have joined since 1901. Headquartered in Richmond, the fraternity staff is committed to running the day-to-day business operations of the fraternity while supporting our undergraduate members, alumni and volunteers.

Staff Core Values

- Put people first
- Lead with courage
- Focus on future
- Seek to improve
- Win as a team