



Staff Position Description:  
**DIRECTOR OF BUSINESS DEVELOPMENT**

Inherent in each staff position within Alpha Xi Delta National Housing Corporation is an obligation to commit to the NHC mission: to strive for competitive, safe, properly maintained and financially secure chapter housing.

All staff of Alpha Xi Delta's entities also commit to the Fraternity's vision: Inspiring women to realize their potential. Further, each position includes a responsibility to promote and carry out the Fraternity's mission: To enrich the life of every Alpha Xi Delta.

<b>RESPONSIBLE TO:</b>	National Executive Director
<b>DEPARTMENT AND CLASSIFICATION:</b>	The Director of Business Development is the staff administrator for the National Housing Corporation (NHC). The position is classified as exempt.
<b>PURPOSES AND BASIC FUNCTIONS:</b>	To oversee the operations of the NHC. To report to and maintain records and information for the NHC board of directors.
<b>INTERNAL RELATIONSHIPS:</b>	Every Alpha Xi Delta staff member is integral in fulfilling the Fraternity's vision and mission. Although a position may generally require collaboration more with one staff member than with another, all staff members work cooperatively and respectfully with each other.

**EXTERNAL  
RELATIONSHIPS:**

- Is the staff liaison with the NHC board of directors and participates in NHC meetings and conference phone calls.
- Is a non-voting member of the NHC board of directors.
- Is the staff liaison with the Fraternity's Investment Committee.
- Works with Alpha Xi Delta's local building corporation (LBC) officers in the operations of their corporations.
- Works cooperatively with other groups within the National Fraternity (NF) as needed to promote and reach the goals of the NHC.
- Oversees other groups within the National Fraternity that are created to assist the NHC and LBCs.
- Develops good relationships with national, regional, and local vendors whose products and services are needed for local building corporations and chapter housing.
- Assesses other business models in the industry in order to develop housing plans and projects to further advance the National Fraternity's housing initiatives. Communicates
- May collaborate with the Associate Director of Area Development or Associate Director of Member Services, with FSA or other college or university personnel about housing matters.
- Participates in National Council meetings and conference phone calls as requested.

**DUTIES AND RESPONSIBILITIES**

**National Housing Corporation**

- Constant focus and attention to the Strategic Plan of the National Housing Corporation.
- Works with the Director of Finance and Operations to prepare the NHC budget.
- Assists in establishing the NHC's investment philosophy.
- Reviews the NHC's investment portfolio with the Director of Finance and Operations.
- Schedules the NHC board's conference calls and annual meeting; sets the agendas and makes any needed arrangements with the NHC president.
- Provides relevant and current reports for NHC board meetings and National Council meetings.

- Coordinates with the NHC president any housing activities that could be facilitated with the assistance of an NHC board member.
- Makes recommendations for awards and other recognitions to the NHC board members.

### **Local Building Corporations (LBC)**

- Responds to communications from building corporation board members.
- Reviews corporation annual reports and 990 tax returns; provides suggestions to corporations for corrections and other changes.
- Serves as project manager for such endeavors as the House/Facility Sprinkler project.
- Assists local corporations in identifying potential volunteers.
- Updates manuals, training materials, and other resources, and facilitates their use by LBC officers
- Works with other staff and volunteers to resolve conflicts between chapter members or parents and corporation employees and officers.
- Oversees the dissolution of appropriate local building corporations by ensuring complete steps are taken to dissolve the corporation and protect the assets upon dissolution.

### **Business Development**

- Oversees and works in conjunction with the Director of Managed Properties to identify, cultivate, and solicit new LBCs and investor prospects. Coordinates prospect identification, plans and implements cultivation, solicitation and stewardship strategies. Travel as required for in person solicitation, and stewardship.
- Works with Director of Managed Properties on designing and implementing management and operating procedures for facilities management.
- Works with Director of Communications and Marketing and NED in creating, developing and overseeing the marketing strategy for NHC.
- Prepares periodic reports for the NHC on the progress of LBC and investor prospects.

### **Extension and New Chapter Establishment**

- Investigates housing prospects on campuses open for extension in which Alpha Xi Delta is interested.
- Secures housing for Alpha Xi Delta chapters/establishing chapters when requested.
- Works with Director of Finance and Operations to establish LLC and initial startup of the new entity.

### Computer and Files

- Maintains the computer records of building corporation officers and properties in the database.
- Updates files and computer records regularly with new information for building corporations: insurance coverage; annual reports; property holdings and values; articles of incorporation and bylaws; housing matters.

### Training

- Revises and develops manuals and other training tools for local building corporation officers, employees, and property managers.
- Attends relevant seminars, housing meetings, and other conferences on behalf of the NHC.
- Plans and oversees housing training/education sessions at National Convention, Volunteer Leadership Conferences and Area-Wide Trainings.

### Miscellaneous

- Prepares stories and articles, when requested, for *The Quill* magazine and other publications (printed or on the internet).
- Undertakes additional assignments and projects as requested.

### Qualifications

- Bachelor's degree and 1-3 years of experience in an organization of similar size, scope, and complexity.
- Non-profit experience is beneficial.
- Demonstrated passion for the mission of Alpha Xi Delta.
- Positive, winning attitude.
- Energetic, driven and goal oriented.
- Excellent oral, written, interpersonal, analytical and organization skills.
- Ability to work independently, prioritize and follow-through on assignments.
- Commitment to maintain confidentiality and high ethical standards.
- Willingness and ability to travel.
- Must have a driver's license and a safe driving record.

#### Terminology:

NF - National Fraternity

NC - National Council

NHC - National Housing Corporation

LBC - Local Building Corporations

FSA - Fraternity/Sorority Life Advisors