



DELTA SIGMA THETA SORORITY, INCORPORATED

A Service Sorority Founded in 1913

1707 New Hampshire Avenue N.W., Washington, DC 20009 | (202) 986-2400 | Telefax (202) 986-2513

VACANCY ANNOUNCEMENT

TITLE: Manager, Facilities and Property Management

FLSA CLASSIFICATION: Exempt

SCHEDULE: Full-Time, 40 Hours/Week

DEPARTMENT: Facilities and Property Management

REPORTS TO: Executive Director

WORKSITE: 1707 New Hampshire Ave., NW
Washington, DC 20009

SALARY: Commensurate with Experience Plus Benefits

POSITION PURPOSE AND SUMMARY

The person who will serve in this position will perform a wide variety of duties related to the operation and maintenance of Delta Sigma Theta, Inc. Headquarters facilities and real estate, including office configuration and staff office locations, building and grounds maintenance, and the off-site storage and inventory of Delta Sigma Theta Inc's assets, materials, and properties.

DUTIES AND RESPONSIBILITIES

- Plans, directs, and manages the operations and maintenance of all mechanical, electrical, plumbing, fire system and other building systems in compliance with local codes to ensure continuous, reliable and efficient operation;
- Recommends, develops and maintains standard operating policies and procedures;
- Promotes change and facilitates continuous improvement for all;
- Develops and implements operating standards for all mechanical, electrical, plumbing, HVAC systems, life safety, emergency response, buildings, and grounds maintenance;
- Reviews and makes recommendations for long-term facility services contracts, develops scope of work, quality assurance and evaluation methodologies, price proposal structures and aspects of facilities contracts;
- Drafts, reviews and submits for approval all service proposals;
- Serves as the on-site staff that directs site-specific emergency preparedness operational activities;
- Supervises the on-site facilities technician;
- Responsible for life cycle planning, predictive maintenance and environmental compliance;
- Completes facility inspections and document;
- Maintains as-built drawings; and
- Supports risk management with property insurance decisions and ensuring conformance.

REQUIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, & ABILITIES)

- Bachelor's Degree or equivalent experience required in related fields;
- Knowledgeable about commercial building maintenance and operations;
- Experience overseeing construction or property renovation projects;
- Good negotiation skills and familiarity with contract documentation such as RFP, RFI, RFQ, non-disclosure agreements, and purchase orders;
- Able to complete tasks timely and within budget;
- Must have strong and effective verbal and written communication skills;
- Proficiency in Microsoft Office;
- Ability to work effectively with department staff, co-workers, vendors and suppliers, and members of the Executive Committee and the Board of Directors;
- Ability to maintain strict confidentiality;
- Must be consistently available after hours for emergencies, or to attend Board of Director or other meetings as may be necessary; and
- Travel may be required annually during the National Convention or the Regional Conference cycle.

Before applying, please visit our website, www.deltasigmatheta.org, to familiarize yourself with who we are and our mission. To apply for this position, submit a current resume that reflects that you possess the required qualifications, along with a cover letter that specifically states your salary requirements.

**Mail to – Delta Sigma Theta Sorority, Inc.
1707 New Hampshire Avenue N.W. Washington, DC 20009
Attn: Human Resources Director**

Or email – hrmanager@deltasigmatheta.org