

# **Chi Omega Foundation**

## **Facilities and Operations Manager**

The Chi Omega Foundation is seeking qualified applicants for the part-time Facilities and Operations Manager position.

This position is located at the Chi Omega Executive Headquarters in Memphis, Tennessee and oversees the maintenance of the building and grounds. The Chi Omega Foundation was established in 1982 as a qualified tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and is the vehicle through which alumnae and friends of Chi Omega Fraternity provide tax-deductible charitable support of the Fraternity's educational and leadership training programs for all members. The Foundation lends a helping hand to Sisters of all ages with support of scholarships, grants and educational opportunities, and maintaining the Executive Headquarters.

**Reporting to the Executive Vice President, the Facilities and Operations Manager is responsible for:**

- 1) providing superior customer service to all internal and external customers of the Foundation,
- 2) overseeing the maintenance and improvement of the building and grounds,
- 3) managing relationships with vendors servicing the building and grounds, and
- 4) with the Catering Manager preparing for group events taking place at the Executive Headquarters.

She accomplishes the above through close coordination with a) all internal and external customers of the Foundation, b) the Executive Vice President, c) Catering Manager, d) Board of Trustees and e) the Fraternity such as the Executive Director, Governing Council and staff. Since the Facilities and Operations Manager is part-time, the Stewardship and Grants Coordinator will support vendor visits to the Executive Headquarters when the Facilities and Operations is out of the office.

**Personnel Supervised:** Catering Manager (part-time position)

**Education:** College degree preferred.

**Prior Experience/Skills:** Excellent verbal and written communication skills as well as word processing, spreadsheet software, and smart phone technology. Proven ability in making independent decisions. Able to manage, prioritize and execute multiple projects. Chi Omega membership preferred. Experience in event planning and facilities management preferred.

This position is exempt; salary is commensurate with experience and qualifications. Applications accepted until the position is filled.

Qualified and interested applicants should send a resume and cover letter, and references to:

Sally Stephens Kimball

Executive Vice President

Chi Omega Foundation

3395 Players Club Parkway

Memphis, TN 38125

Fax: 901-748-8655

Email: [foundationjobs@chiomega.com](mailto:foundationjobs@chiomega.com)