

# ALPHA OMICRON PI

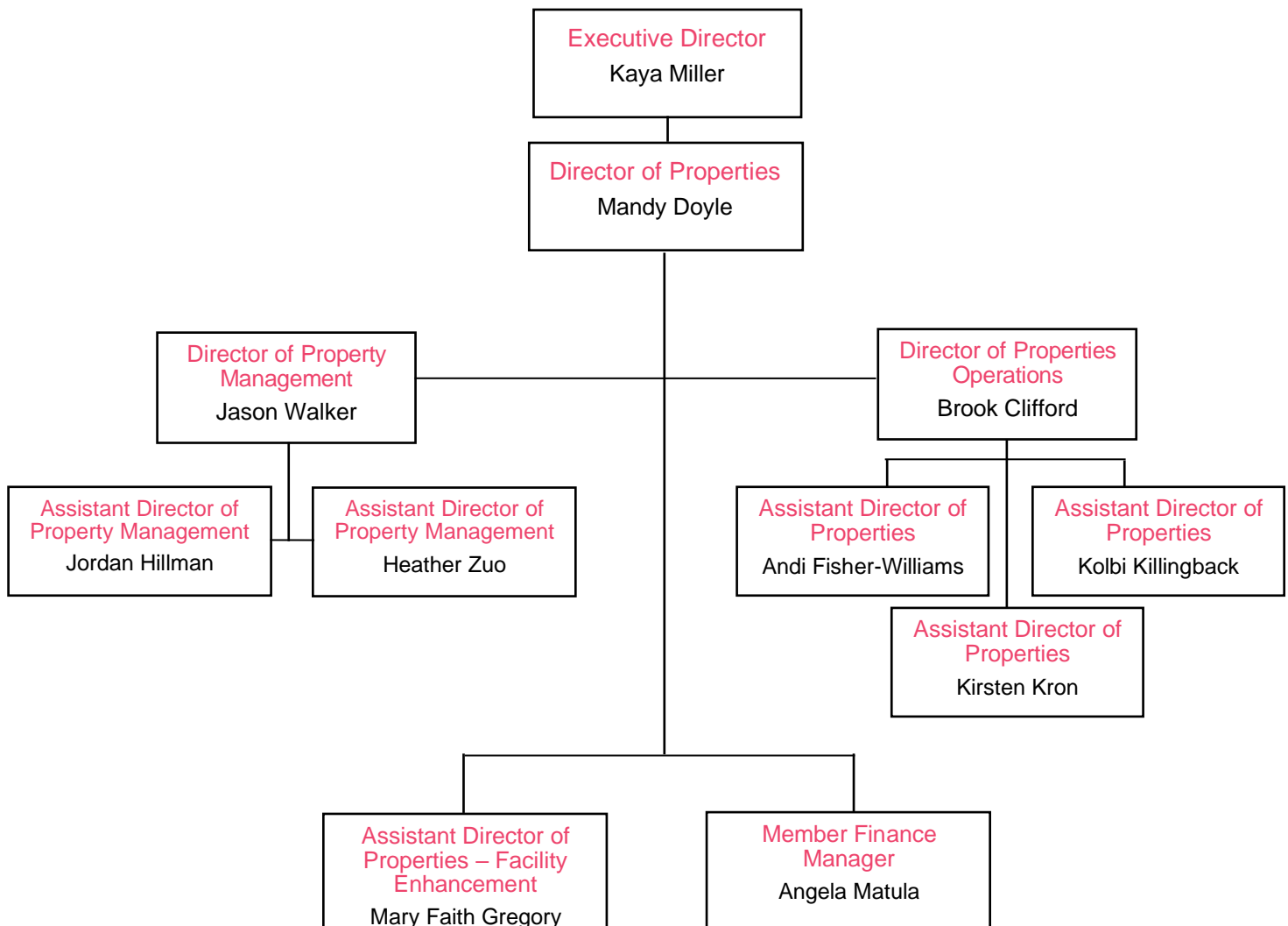
*Properties*

International Headquarters

5390 Virginia Way  
Brentwood, TN 37027

615.370.0920

## AOII PROPERTIES STRUCTURE



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## *Properties*

### International Headquarters

5390 Virginia Way  
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## Director of Properties

### Mandy Doyle

[mdoyle@alphaomicronpi.org](mailto:mdoyle@alphaomicronpi.org)

- Oversees and supervises all operations of the AOII Properties team
- Works directly with the Properties Board to develop business plans, strategic plans, and policies
- Implements operational tasks for Properties staff designed to fulfill goals set by the Properties Board
- Manages the relationship with FinLogic, architects, and other vendors
- Leads land acquisition efforts for new builds and oversees renovations and expansions

## Director of Property Management

### Jason Walker

[jwalker@alphaomicronpi.org](mailto:jwalker@alphaomicronpi.org)

- Tracks and ensures compliance of life and safety inspections
- Oversees preventative maintenance and repairs
- Supervises Property Management team
- Assesses needs for future CapEx projects
- Conducts on site property assessments
- Assist with land acquisition efforts for new builds, renovations, and expansions
- Engages programming for renovation/expansion opportunities

## Member Finance Manager

### Angela Matula

[amatula@alphaomicronpi.org](mailto:amatula@alphaomicronpi.org)

- Oversees Corporation billings for all AOII chapters
- Creates the billings for Room and Board, Development Fees, Damage Deposits, and Building and Furnishing Fees
- Works with Billhighway on collection efforts and other financial matters
- Reimburses damage deposits at the end of each fiscal year
- Collaborates with Assistant Director of Properties on fee removals, reimbursements, and accurate invoicing

## Assistant Directors of Property Management

### Jordan Hillman & Heather Zuo

[jhillman@alphaomicronpi.org](mailto:jhillman@alphaomicronpi.org),

[hzu@alphaomicronpi.org](mailto:hzu@alphaomicronpi.org)

- Assists with day-to-day operations and management of assigned AOII facilities
- Responsible for oversight of all facility repairs and maintenance
- Conducts on-site property assessments
- Gathers initial vendor quotes
- Reviews maintenance tickets
- On call for emergency emails and/or phone calls related to house operations
- Communicates with vendors
- Reviews monthly reporting from House Directors

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### Assistant Director of Properties – Facility Enhancement

#### **Mary Faith Gregory**

[mgregory@alphaomicronpi.org](mailto:mgregory@alphaomicronpi.org)

- Works with interior designers hired by AOII to decorate and update facilities
- Oversees CapEx projects ensuring they are completed on time and within budget
- Facilitates discussion with university officials, chapters, and Corporation Relations Advisers regarding current and future projects

### Director of Properties Operations

#### **Brook Clifford**

[bclifford@alphaomicronpi.org](mailto:bclifford@alphaomicronpi.org)

- Works on special projects
- Provides general oversight of Assistant Directors of Properties
- Creates various educational documents and trainings for roles that work directly with AOII Properties (House Directors, Corporation Relations Advisers, Property Managers, Vice Presidents of Finance, etc.).

### Assistant Directors of Properties

#### **Andi Fisher-Williams**

[afisherwilliams@alphaomicronpi.org](mailto:afisherwilliams@alphaomicronpi.org)

**Networks 2, 3, 7, & 10**

#### **Kolbi Killingback**

[kkillingback@alphaomicronpi.org](mailto:kkillingback@alphaomicronpi.org)

**Networks 4, 8, & 9**

#### **Kirsten Kron**

[kkron@alphaomicronpi.org](mailto:kkron@alphaomicronpi.org)

**Networks 1, 5, & 6**

- Oversight of general day to day operations of each Corporation
- Partners with Corporation Relations Advisers, Property Managers, Chapter Advisers, Chapter Presidents, Vice President of Finance, Networks Directors, Network Specialist – Finance, Network Specialist – Development and House Directors
- Manages the member agreement process, and oversees changes of Billhighway billings as they relate to suspension and special status
- Works with other AOII headquarters professional staff to gauge the overall health of chapters
- Partners with the accounting team on fee levels and Corporation budgets
- Serves as the House Directors primary contact and direct supervisor
- Point of contact for purchase requests for chapters using Corporation funds

