

ALPHA OMICRON PI

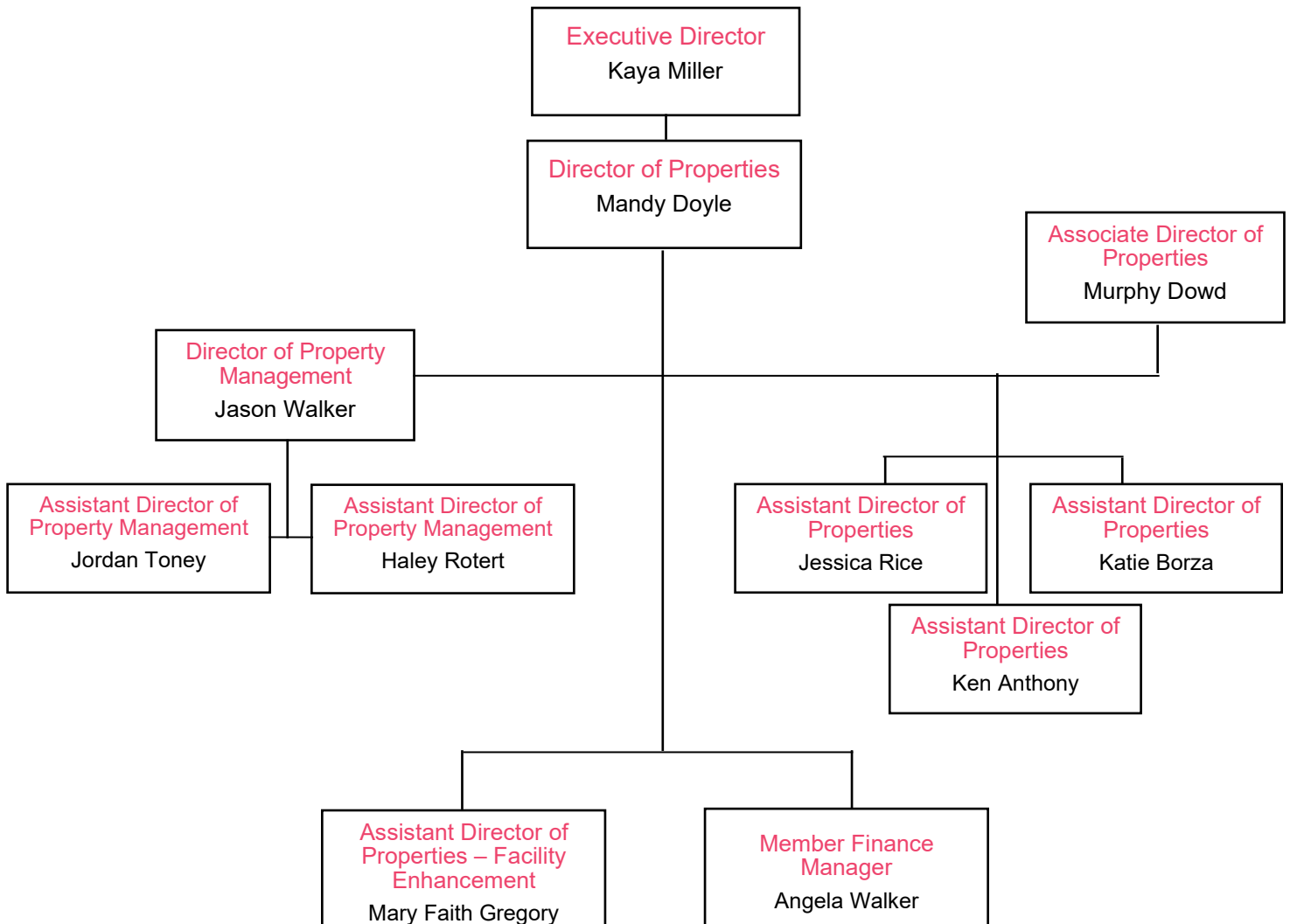
Properties

International Headquarters

5390 Virginia Way
Brentwood, TN 37027

615.370.0920

AOII PROPERTIES STRUCTURE



ALPHA OMICRON PI

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Director of Properties

Mandy Doyle

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

- 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 Walker

awalker@alphaomicronpi.org

- Oversees Corporation billings for all AOII chapters
- Creates the billings for Room and Board, Corporation Operating Fees, Damage Deposits, and New Member Corporation 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 Toney & Haley Rotert

jtoney@alphaomicronpi.org (Networks 6-9)

hrotert@alphaomicronpi.org (Networks 1-5 &10)

- 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

mfgregory@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, chapter officers and their advisors regarding current and future projects

Associate Director of Properties

Murphy Dowd

mdowd@alphaomicronpi.org

- Serves as ADP for Networks 1 & 10
- Coordinates and designs educational curriculum and resources for House Directors, collegiate officers, and advisors
- Oversees Corporation budget and agreement creation and distribution
- Serves as liaison to AlphaLink representative on behalf of Properties department
- Manages special projects

Assistant Directors of Properties

Jessica Rice

jrice@alphaomicronpi.org

Networks 3, 7 & 8

Katie Borza

kborza@alphaomicronpi.org

Networks 4 & 9

Ken Anthony

kanthony@alphaomicronpi.org

Networks 2, 5, & 6

- Oversight of general day to day operations of each Corporation
- Partners with Directors of Chapter Property, Chapter Presidents, Vice President of Membership Integrity and their advisors, 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