

COMMUNITY ASSOCIATION GENERAL MANAGER NAPLES, FL

Larger upscale gated Naples community is looking for a full time experienced General Manager with a strong business background.

Nature of Position

- * Reports directly to the Community Association Board of Directors.
- * Manage day to day business and activities of the Association including all operational, financial and legal functions to ensure the vision, mission and the strategies of the Board are achieved.
- * Directs entire Community Operations including the administrative staff, grounds manager and community safety/security patrol manager.
- * Responsible for developing all budgeting and financial reporting for the Association.
- * Oversees the hiring, organizing, developing and motivating of the staff of employees.
 - * Ensure that all standard operating procedures for the Community Association are followed and carried out.
- * Oversees all outside consultant and vendor relations.
- * Leads new member and new employee orientation sessions.
- * Communicates regularly with Association members, the real estate community and builders.
- * Work in close cooperation with the Country Club Management team.

Qualifications

- * Must be a licensed Community Association Manager in the state of Florida.
- * A Bachelor's Degree, or equivalent work experience, in a business related field and a minimum of 10 years experience in a management role.
- * Requires general knowledge of and the ability to interface with land development disciplines including sales/marketing, real estate, finance and club operations.
- * Excellent skill levels in:
 - Leadership, people and management
 - Verbal and written communication
 - Computer software and hardware
 - Customer satisfaction and customer service
 - Organization and motivation
- * Must have Human Resource knowledge with respect to benefit plans, employee rules and regulations, hiring, employee evaluation, termination and health and safety.
- * Must have dedication, commitment and the desire to excel.

We are looking for an outstanding individual to lead an outstanding community.
Qualified candidates please send resume to
communitymanagersearch@gmail.com.