



Employment Opportunity – Job Posting

Position: Community Manager
Status: Full-Time; Exempt

Department: Administration
Supervision: Yes

Summary: The Community Manager shall have knowledge and skills in the areas of Community Association management, administration, income/expense management, facilities management, resident and Board of Directors relations and team management for a 45+ Active Adult Community. The Community Manager, from time to time, will be assigned specific areas to concentrate on their talents. This position requires attention to detail, confidentiality, and a great deal of contact with community residents and Community Association Management (CAM) staff.

Examples of Position Responsibilities:

Direct oversight and leadership of:

- Membership & Standards (compliance and regulatory administration)
- Facilities & Maintenance Operations (campus infrastructure and capital assets)
- Information Technology (network infrastructure, cybersecurity, AV systems)
- Marketing & Communications (brand, crisis communication, engagement strategy)
- Lifestyles & Programming (community engagement, wellness, events)
- Acts in the capacity of the General Manager when the General Manager is not available;
- Assist in providing leadership and direction in the development of community plans/goals;
- Assist in identifying, developing and implementing programs to meet community needs;
- Assist the process of large projects associated with the management of the property;
- Attend meetings as necessary for committees, teams, councils, Board etc;
- Assists as a liaison for the resident community to address resident's concerns and needs;
- Develop a strong working relationship with the Board of Directors, residents and staff;
- Implement strategies, mission objectives, goals and policy developed by the Board of Directors such as the Technology Roadmap, Strategic Plan;
- Articulate and communicate well/public speaking;
- Performs any range of special projects and tasks; and
- Other related duties as assigned.

EDUCATION and/or EXPERIENCE:

- 5+ years of leadership experience in HOA management, property operations, hospitality, or related fields
- Strong leadership, communication, and organizational skills
- Experience managing budgets, operations, and multiple priorities
- Ability to work effectively in a fast-paced team environment
- Bachelor's degree preferred
- Proficiency with Microsoft Office Suite and Outlook 365
- Valid Arizona driver's license required

To Apply: Submit an application & resume to the Human Resources Department at 19726 N. Remington Dr., Surprise, AZ 85374, email hrgrand@livegrandaz.com. If you need accommodation for either the application or interview process, please let us know prior to submitting your application.

Note: The above position responsibilities and physical requirements are only a representation of and are not all-inclusive of such for this position; the provisions of this job posting do not constitute an expressed or implied contract, any provision contained herein may be modified and/or revoked without notice; final candidates are subject to a pre-employment drug test, background investigation, and must have an AZ driver's license. Equal Opportunity Employer (EOE).