

To 210k for the right candidate – The Rio Verde Community Association, located in Rio Verde, AZ (10 miles east of Scottsdale) is seeking a General Manager. The preferred candidate will have at least 5 years successful large-scale community management experience. 995 homes, \$5MM budget, in-house staff of 4, 15-member Board with smaller executive committee. Amenities and additional information and job description are below (Golf and Club are separate entities). Benefits, moving stipend available. To inquire about this position, or to apply, please email [julie@adamen-inc.com](mailto:julie@adamen-inc.com). Adamen Inc. holds the exclusive placement agreement for this position.

**Rio Verde Community Association  
Executive Director Job Information  
2024**

The Rio Verde Community Association (RVCA) is a master-planned, age-restricted, active adult community located approximately 10 miles east of Scottsdale, Arizona. The community's 995 single-family homes and townhomes are designed around two 18-hole golf courses. More than 50% of the homeowners are full-time residents.

**RVCA Amenities**

- Recently renovated community center which includes art studio, billiards room, library, dance room, multi-purpose room, offices and meeting rooms.
- Recently constructed fitness center
- Tennis courts
- Pickleball courts
- Bocce courts
- Swimming pools
- On-site post office
- Numerous clubs and volunteer organizations

**Annual Budget** – Exceeds \$5 million annually (\$3.2 million operating and \$1.9 million reserves). RVCA reserves are well funded.

**RVCA Staff** – A total of four plus the Executive Director (two office and two custodial staff). RVCA also employs a part-time tennis professional.

**RVCA Governance** – A Board of 15 residents led by a four-person Executive Committee. RVCA has 16 Committees staffed by RVCA Directors and more than 50 volunteers.

Rio Verde Country Club is a separate organization with its' own Board of Directors and management team. The Club is managed by Troon. The Community Church of the Verdes is also located within the community and is separately governed.

## **Current Activities**

- By-Laws, CC&R's and Rules have recently been updated.
- At the start of a new strategic planning cycle ("Vision 2035" activities).
- Ongoing geographic area development.
- Updating Board policies/procedures and committee structures

## **Rio Verde Community Association Executive Director Job Description 2024**

### **General:**

The primary job responsibility of the onsite Executive Director is to assist the Board of Directors and the overall Association to protect and enhance the value of the collective assets, the perception of the community and the quality of life in the community.

The Executive Director:

- Reports to the Association's Board of Directors through the Association President and Executive Committee.
- Represents the Association's Board as the onsite Executive Director.
- Implements the policies, plans, and priorities established by the Association in accordance with its Articles, Bylaws, CC&Rs, and Rules and regulations.
- Supports the Association's Board and Committees to carry out their duties.
- Advises the Board on a variety of operational, resident and financial matters related to the overall governance of the Association.
- Maintains CAI certification and adheres to CAI's PCAM Designation Code of Ethics for Management.

### **Major Responsibilities:**

The Executive Director:

- Acts as liaison between the Board and residents to implement established policies, enforce rules and regulations, and resolve resident grievances.
- Hires, trains and supervises the Association's staff, and administers all personnel matters in accordance with Personnel Policies and Procedures established by the Board.
- Advises the Board about ongoing advances in office management and technology and updates the Association's practices as directed by the Board.

- Oversees all the Association's financial affairs, ensuring that Generally Accepted Accounting Principles are followed in recording and maintaining the financial and account records of the Association.
- Drafts the annual proposed budget and assists the Treasurer and the Finance Committee in their review of the proposed budget; ensures delivery of Annual Assessment notices to Association members and prompt member notification of delinquent assessment payments.
- Advises the Board on the procurement of outside service providers and contractors and supervises their performance.
- Supervises expenditures to conform with budget guidelines.
- Assists the Treasurer and Audit Committee to prepare the annual independent audit of the Association's financial statements required by Association's CC&Rs.
- Oversees management of the Association's facilities and common areas, and its technology and communication devices.
- Provides liaison between the Association and other Rio Verde entities such as Rio Verde Country Club\*, Community Church of the Verdes and Rio Verde Fire District; also, handles Association communications with external parties.
- Keeps current on state and national issues concerning the Community Association and advises the Board of any issues requiring its attention.
- Advises the Board regarding updates to policies and procedures.
- Serves as ex officio member on key Board Committees.
- Maintains and protects appropriate records of all contracts, insurance, correspondence, minutes of meetings and all documented activities of the Association and its committees.
- Performs the duties and responsibilities generally assigned to the position of Dedicated Executive Director.
- Rio Verde's two golf courses and related Club House and dining and social facilities are owned and managed by the Rio Verde Country Club, which is wholly separate from the Association.