

To 170k for the right candidate – The Klahanie Association, located in beautiful Sammamish, WA (Seattle area) is seeking a Community Director for the master association. The Community Director is responsible for the day-to-day administration of the Klahanie Homeowners Association (master association). The position directs, supports, and administers Klahanie Association’s mission to protect the desirability of the properties, to preserve the common areas for the benefit of all residents. 3090 mixed units, 11 sub associations, all managed by other entities. Budget responsibility of \$3.8MM, approx. 18 FT/ P/T staff, plus approx. 30 additional staff in summer (lifeguards, etc.). Pools, pickleball courts, tennis courts, walking trails. Job description below. The preferred candidate will have at least 5 years successful onsite or executive experience in community management. CMCA, AMS PCAM or equivalent experience preferred. Benefits, moving stipend available. For inquires or to apply for this position, email [julie@adamen-inc.com](mailto:julie@adamen-inc.com). Adamen Inc. holds the exclusive contract for this placement.

### **Klahanie Homeowners Association Job Description**

**Job Title:** Community Director

**Department:** Administrative

**Reports To:** President, Klahanie Board of Directors

**FLSA Status:** Exempt

#### **Basic Purpose**

The Community Director is responsible for the day-to-day administration of the Klahanie Homeowners Association (“HOA” or “Association”). The position directs, supports, and administers Klahanie Association’s mission to protect the desirability of the properties, to preserve the common areas for the benefit of all residents, and to enhance the civic, social, and recreational interests of its members. The Community Director also provides leadership continuity to the community, as well as manages the development and execution of the Board’s long-term strategy for the Klahanie HOA.

#### **Essential Duties and Responsibilities**

- Directly manages the Association’s professional staff to oversee our facilities and grounds, aquatics programs, accounting, and neighborhood compliance program.
- Executes the strategy laid out by the Board of Directors which may include management of construction projects, coordination with outside legal counsel and other special projects.
- Serve as direct liaison between the Klahanie Association and all appropriate parties. This includes a very important role as an escalation point for homeowner questions and complaints.
- Manage all financial aspects of the Association including payroll, budgets, and reserve study.
- Coordinate and supervise Klahanie Association personnel and manage human resources.
- Fully manage all vendors and negotiate contracts for the benefit of the Klahanie HOA within the authority delegated by the Board.
- Provide leadership and expertise in day-to-day operations for professional staff and the Board of directors. Must keep the Board apprised of legal, political, operational matters relevant to Klahanie HOA.
- Must operate within the Klahanie HOA Governing Documents, Bylaws and CC & R’s.
- Responsible for additional duties as determined by the Board of Directors.

#### **Job Requirements**

**Knowledge and Skills Required**

**Education & Training**

- Bachelor's degree in Business Administration (or other relevant field) and a minimum of 3 (three) years property management or related field experience, preferred. In lieu of a Bachelor's degree, a minimum of ten (10) years in property management or related field experience.
- Certified Manager of Community Associations (CMCA), Association Management Specialist (AMS) and/or Professional Community Association Manager (PCAM) preferred.

#### **Skills**

- Extensive knowledge of bookkeeping and/or accounting procedures, comprehensive understanding of budgeting processes and the operation of computer based financial systems.
- Supervisory experience in managing employees.
- Strong computer skills including use of Microsoft Office 365 suite. Use of customer management systems such as TOPS preferred.
- Experience with other general office machines: copier, fax, phones, etc.
- Professional verbal and written communications.
- Strong organizational abilities and time-management skills.
- Ability to work independently and capacity to solve (or recommend effective solutions to) diverse range of problems, including those of operational, financial, and technical nature, as well as issues that may have legal implications for the Association.
- Knowledge regarding operations and best practices of community associations.
- Ability to work in a positive and supportive manner with member-homeowners and the Board of Directors. Be able to listen to issues and concerns, and proactively take (or effectively recommend) action to resolve such issues in a positive manner for the good of the HOA and the homeowners.
- Ability to see projects through from concept to completion and manage the process, as delegated by the Board.
- Knowledgeable about legislative and legal developments pertaining to nonprofit associations and community associations in general.
- Must be innovative in working on solutions for the good of the Association.
- Needs to take initiative where required to see Board directives from concept, to decision, to execution and to completion.
- Experience with managing the digital presence of a community organization including social media, web, and email preferred.

#### **Physical Requirements**

- Ability to attend meetings outside of regular work schedule.
- Required to work hours consistent with those in the office. Such hours are presently from 8:30 a.m. to 5:00 p.m., Monday through Friday.
- Some lifting, sitting, and walking. The ability to maintain a regular work schedule as well as to work overtime if needed to meet deadlines is essential.

#### **Compensation**

- Salary: \$150k – 170k

#### **Benefits:**

401(k)  
 401(k) matching  
 Dental insurance  
 Health insurance  
 Life insurance  
 Paid time off

Vision insurance  
Experience level:

Minimum 3 years  
Schedule:

Monday to Friday  
Occasional evenings and weekends as needed  
Work Location: In person