

Community Manager, Power Ranch

Do you love creating an exceptional resident experience? Our community manager is responsible for providing general oversight and support of the daily business operations and management direction of the Community Association required in the governing documents, any applicable state laws.

We're CCMC, a community management company specializing in large-scale communities. Our vision of revolutionizing the industry by inspiring a resident-centric focus is brought to life by our core values of Integrity, Respect, Service, and Community.

Under direction of the Executive Director, the Community Manager assists in the oversight of staff and select service contractors and daily interaction with community residents and volunteers. The position requires the ability to multi-task on a variety of levels with the utmost of focus and professionalism. The Community Manager serves as an integral part of the leadership of the community, acting as advisor to the Board and volunteer committees regarding policies and procedures, and creating a variety of social opportunities to promote and maintain a true sense of community.

What you'll accomplish:

- Serve in a key community leadership role to enhance the resident experience
- Communicate with candor while engaging in working relationships
- Utilize staff and vendor resources to execute board directives and community goals
- Retain the community vision through CC&Rs and design review
- Support community standards as required by the governing documents, the CCMC management contract, and applicable laws
- Ensure liability and insurance policies meet requirements for governing documents and applicable laws
- Responds to all CCMC Division office requirements for maintaining records, annual inventory, community goals, personnel evaluations, and use of VMS software
- Works with the Executive Director, and Accounting department to ensure proper documentation of contracts, invoices and other expenses in order to ensure timely payment of bills, production of monthly financial statements, and year-end external audits
- Ensure all association notices are accurate and timely
- Develop and implement a risk management program
- Conduct regular meetings with residents and volunteers
- Accountable for helping with requests in a timely and professional manner
- Build connections and opportunities that maintain a true sense of community
- Perform other duties as assigned

What we're looking for:

- Someone who aligns with our vision and values
- Five or more years of onsite community management or similar experience
- Robust operational background and understanding of community financials
- Ability to successfully engage on a variety of levels, including speaking and writing
- Effective leadership, organizational, and conflict resolution skills
- Proficient computer skills in Windows environment
- Bachelor's degree, designations, or certifications in a related field (highly preferred)
- Extensive knowledge of laws and guidelines governing the operation of community associations and governing documents (highly preferred)
- Must pass a pre-employment drug screen and background check

What we offer:

- Comprehensive benefits including medical, dental, vision and life insurance
- Wellness program
- Flexible Spending Accounts
- Company-matching 401k contributions
- Paid vacation, holiday, and volunteer time
- Company-paid Short-term Disability
- Optional Long-term Disability
- Employee Assistance Program
- Optional pet insurance
- Professional education assistance
- Perhaps most importantly, a service-focused team dedicated to your success!

About the Community:

Power Ranch is an award-winning master planned community in Gilbert, AZ. In addition to an extensive line-up of community events, classes and activities; this neighborhood also features several impressive amenities. These include two clubhouses, 26 miles of trails, community parks, catch-and-release lakes, playgrounds, basketball courts, sand volleyball, picnic areas and 10-acre soccer complex.