

Community Manager, Vistancia Village A

Do you love creating an exceptional resident experience? Our community managers lead community initiatives, oversee the onsite team, and execute board directives to make a meaningful impact.

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.

What you'll accomplish:

- Serve in a key community leadership role to enhance the resident experience
- Communicate with candor while engaging in working relationships
- Oversee daily operations, management, association direction, and maintenance of assets
- 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
- Serve as an advisor to the board for long-term planning, goalsetting, and policymaking guidance
- Create, administer, and monitor operating and reserve budgets, and prepare variance reports
- Supervise, develop, and motivate dedicated site staff
- Provide oversight of service contractors
- 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
- CAM license preferred (Required in Florida, Georgia and Nevada within 90 days of hire)

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:

Vistancia Village is a large scale master planned community located in northwest Peoria, where the best amenities are masterfully woven throughout this accessible and intimate living environment, allowing residents an active lifestyle right at home. From the aquatic park to golf set within tall native grasses to brisk morning walks along the Discovery Trail, Vistancia offers everything you could ever ask for in a community