

Manager, Community Operations

Are you looking for a multi-faceted role where your HOA Leadership skills can shine? Do you thrive when your time is split between administrative projects and building relationships?

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

Our Operational Manager is responsible for a variety of engaging duties. Whether it is covering a community as interim manager, helping to develop new managers, or delivering a variety of administrative projects, this critical role promotes CCMC's core values.

What you'll accomplish:

- Work on-site as needed as a manager and oversee hiring, financials, operations, and managing the team
- Assisting SVP/VP with Manager/Team Member Onboarding
- Manage content in network file locations to ensure up-to-date and accurate information
- Assist our largest communities as a strategic partner
- Perform full-cycle budget updates
- Analyze and identify issues within teams and support them with resources available and best practices
- Travel to a variety of communities in assigned region to gain knowledge of high-functioning teams and lend support to others as needed
- Provide weekly and monthly reports and maintain regular BOD and BWU reporting

What we're looking for:

- Someone who aligns with our vision and values
- Minimum of three years managing a large-scale, master-planned community
- 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
- Operate with candor and diplomatically communicate solutions and best practices
- Ability to travel both locally frequently and out of state as needed
- 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 package 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-oriented team who is dedicated to your success!

