

Shelter Bay Community Inc is seeking a Community Manager responsible for the overall operations of a large HOA that is similar to a small city in that it includes a waste-water treatment plant, a private marina, par three golf course, RV storage lot, 11 miles of roads, 934 homes, two associate HOAs and is located on Tribal land on the Swinomish Channel. This person will be the direct report of Shelter Bay staff and will have experience and knowledge to be a team leader. This person seeks a challenge and is self-motivated, has the ability to work with an active and diverse community of members that is also in a transition stage. The Community Manager is expected to interact effectively with people at all levels within and outside the Community and create a positive, respectful relationship with members of the Swinomish Tribe. Negotiation, communication, and leadership skills are key as this person is the face of the Community and will be working with city, county, federal, and tribal governments, environmental agencies, and the Shelter Bay committees. Under the direction of the Board, the Community Manager is responsible for ensuring the Community operates safely, efficiently, and effectively in accordance with the articles of incorporation, covenants, by-laws, and policies, procedures and directive adopted by the Board.

Shelter Bay is a beautiful community located in the Pacific Northwest that enjoys views of Mount Baker and the Swinomish Channel. Located minutes from the San Juan Islands and directly between Seattle and Vancouver, BC, Shelter Bay is the perfect place to live and enjoy all of the many gifts that are abound.

Responsibilities:

- Ensure compliance with the Shelter Bay Community, Inc. Articles of Incorporation, Covenants, and By-Laws as well as policies, resolutions, and directives of the Board
- Oversee Marina Operations, Maintenance Department, Compliance Officer, and Office Administrator
- Communicate job expectations; planning, monitoring, appraising, and reviewing job contributions of direct reports
- Primary point of contact for the management and successful completion of projects including but not limited to infrastructure and operations
- Maintain safe and healthy work environment by establishing, following, and enforcing standards and procedures, complying with legal regulations and company policies
- Manage relationships with key operations vendors
- Ensure cost effective purchasing of supplies, materials, and equipment
- Attend membership and Board meetings as directed by the Board
- Oversee and support volunteer committees and perform such other duties as the Board may direct
- Apply sound risk management and loss prevention practices to protect Community assets from accidental loss
- Provide a process to respond to all alarms and monitoring calls 24/7/365
- Prepare short and long-term plans to support operations and Community objectives
- Act as Community liaison with legal counsel, as delegated by the Board President
- Represent the Community at meetings and functions as directed by the Board
- Create written reports for presentation to the Board on ongoing projects monthly
- Prepare short and long-term plans to support operations and capital budgets as approved by the Board and Community
- Prepare, implement, and oversee the operating and capital budgets as approved by the Board
- Other duties as assigned by Board of Directors

Knowledge Skills and Abilities:

- Written and verbal communications skills including the ability to develop and make clear, concise presentations and reports
- Ability to work cooperatively and effectively with others at all levels, skills and opinions
- Ability to exercise good judgment and make sound decisions
- Knowledge of and ability to work in a public sector environment
- Knowledge and skill in current office computer technology
- Proven ability to manage employees and build a cohesive team environment
- Understanding of basic principles of maintenance and operations

Qualifications:

- A Bachelor's degree in Public Administration, Business Administration, or related field preferred, but not required. Equivalent experience may substitute for all or part of the education at the discretion of the Board of Directors. A minimum of five years management experience. Preferably in a small to medium sized organization with responsibility for 6 or more employees, including selecting, training, evaluating and supervising employees of various skills.
- A minimum of two-years of project management experience with a preference for construction and public works.
- A minimum of two years prior successful experience working with volunteer and elected groups such as Boards, City Councils, committees, etc. preferred.
- Legally eligible to work in the United States. Have or are able to obtain a valid Washington State driver's license required along with dependable transportation.
- Prior experience as a manager of a private community or in the public sector is preferred.
- Knowledge of public utilities and marina operations is preferred.
- Awareness of and experience with tribal treaties and corresponding federal agencies preferred

Job Type: Full-time, on-site

Pay: \$100,000 – 120,000

Benefits:

- 401(k) matching
- Health Insurance
- Dental Insurance
- Vision Insurance
- Personal Leave
- Vacation Pay
- Professional development assistance
- Flexibility

To apply please send your resume and cover letter to Elaine Dixon. edixon@shelterbay.net