

Candidate Profile

General Manager
Tucson Estates Property Owners Association
Tucson, Arizona
www.tucsonestates.com



Organization

Tucson Estates is a well-established, 55+ manufactured home community situated on the edge of the saguaro-studded Tucson Mountain Park, just 20 minutes from downtown Tucson, Arizona. This location provides a quiet, active lifestyle with spectacular mountain and desert views, gorgeous sunsets, and a broad diversity of wildlife in our own backyard. Miles of walking and hiking trails originating in Tucson Estates meander through the surrounding desert, foothills, and mountains.

With 1665 lots, the community is large enough to provide first class amenities with a significant number of clubs and activities, yet small enough to join-in, make new friends, and discover activities of interest.

Property owners pay a modest monthly fee that includes unlimited use of an Executive 18-Hole Golf Course, swimming pools, spa, tennis, pickleball, shuffleboard courts, a library, and much more. Excellent facilities provide the nearly 100 clubs with meeting rooms for social activities, arts and crafts, music, recreation, other programming.

Many residents choose to make Tucson Estates their permanent home. Still, others plan their winter escapes from frigid northern destinations as far away as Nova Scotia and Alaska. One visit is all it takes for most people to decide to purchase a home of their own to come back year after year. Short- and long-term rental opportunities are also available.

Tucson Estates is a self-managed, private community. The amenities, buildings, and grounds are expertly maintained and continually upgraded through the guidance of the on-site General Manager assisted by an excellent office staff, maintenance team, and golf crew. The community operates under a Homeowners Association called TEPOA (Tucson Estates Property Owners Association) with Bylaws, Covenants, Conditions, Restrictions (CC&R's), and written policies which provide a durable framework to keep the community well managed and fiscally sound.

Strong community input is only one of the many reasons Tucson Estates remains attractive and well run. Members/owners are actively involved in the governance of our community. The 11-member, volunteer Board of Directors provides strategic and tactical direction for the community. There are also 11 standing committees consisting of over 100 volunteer members/owners who identify, review, recommend, and support ways to make Tucson Estates a better place to live.

Position Overview

This position has the full authority and responsibility for the day-to-day administrative and operational management

of the Association's business under the direction and supervision of the Association's Board of Directors, through the Board President as defined in all of the Association's governing Documents.

Requirements

- A Bachelor's Degree in business management, Hotel/Resort Management, Economics, or Accounting, plus (1) a minimum of five years hands-on experience as a top-level manager for another HOA, hotel, resort, city, or comparable type of organization, or (2) have worked in an administrative position at TEPOA for a minimum of three years.
- A minimum of 10 years' experience as a top-level manager in one of the above listed organizations will be considered in lieu of a degree.
- A good working knowledge of budgeting and human resources are required along with a basic knowledge of project management.
- Excellent people skills required to manage staff and work with aged 55+community homeowners.
- Highly skilled in business office systems and technologies.
- CMCA, AMS, PCAM or similar certification is considered a plus.
- Basic knowledge of requirements for operating and maintaining facility amenities (golf course, swimming pool, etc.).
- Required to work a minimum of 40 hours, include core office hours.
- Successful candidates will be required to pass a background check, credit check, and drug/alcohol screening.

Competitive Compensation & Benefits

- Competitive base compensation
- 401(K) with employer contribution
- Health insurance
- Vacation time per employee handbook
- Community provided cell phone

Professionals who meet or exceed the established criteria are encouraged to contact GSI Executive Search:

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