

Community Manager/Lake Manager

Job Description:

Overview: Lake Thunderbird Association is a homeowner association managing over 1900 lots in Putnam and Bureau counties, Illinois governed by an elected Board of Directors. The association employs a manager that must hold or obtain a valid Illinois Certified Manager of Community Associations (CMCA) within 60 days of employment. The Manager position is a very important role in our community, and it requires a jack of all trades type individual who is not only responsible for overseeing operations, maintenance and preservation of the HOA, but also possesses a high level business acumen with the ability to make decisions under pressure.

The Lake Thunderbird community is home to a 112-acre spring fed lake for boating, swimming, fishing, and family enjoyment. The surrounding grounds are a nature lovers delight and have outstanding common areas, nature paths, private beach, mini golf, playgrounds, tennis courts, pickleball, disc golf, swimming pool, campgrounds, and clubhouse for all our members.

Responsibilities:

- Make decisions regarding members' or public concerns and resolve day to day issues
- Meets with maintenance staff and provide guidance and priorities daily
- Reviews business records and reports to ensure standard procedures are being followed.
- Leads and develops administrative and maintenance teams by building a positive work environment
- Documents water testing results to ensure the lake and home water systems meet state and federal standards and communicates to members promptly if a public health emergency exists.
- Actively participates in community activities and commissions/committee meetings
- Communicates with property owners, community associations, professional and environment groups

Qualifications:

- 3-5 years property and/or community association management experience or equivalent required
- Experience leading teams
- Outstanding written and verbal communication skills
- Organized with strong time management skills and the ability to multi-task each day
- Proficient with computer software applications in word processing, spreadsheets and financial software applications (Quickbooks, MS Office)
- Strong customer service skills with ability to handle complaints in a timely and efficient manner
- Exhibits environment awareness in order to obtain and report biological data, monitor water systems and ensure environment integrity by adhering to sound conservation practices

Working with Lake Thunderbird Association:

Benefits: Health Insurance, 401K, Life Insurance, Paid Time Off, Tuition Reimbursement.

Salary: \$80,000-\$120,000 based on qualifications May be eligible for bonus opportunities

This position may require occasional evening or weekend work to support community events and respond to urgent issues. Flexible work arrangements may be available.

This position does not constitute an employment agreement between the Association and the employee and is subject to change as the needs of the Association and the requirements of the position change.