



Community Association
Washington

GENERAL MANAGER

\$150,000 - \$200,000

Plus Excellent Benefits

Apply by

August 18, 2024

(First Review, Open Until Filled)

PROTHMAN



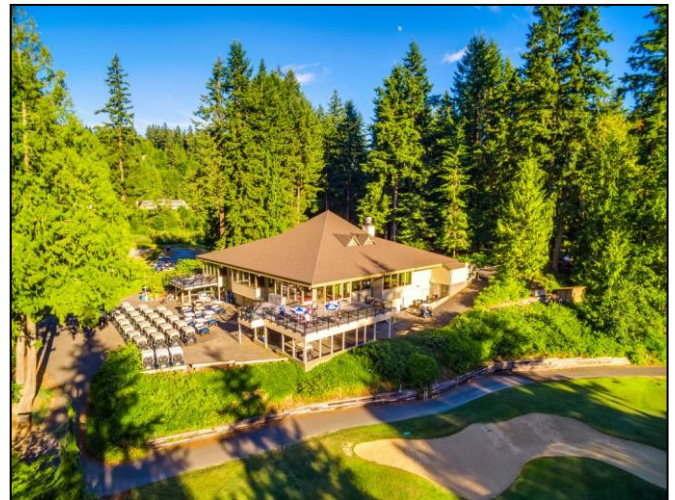
THE REGION



Located within Whatcom County in the northwest corner of Washington State, the Sudden Valley Community Association (SVCA) was incorporated in 1973 and is the one of the largest Homeowners Association in Washington State. There are 2,510 single-family homes, 243 condominium units, and 367 undeveloped lots, with more than 7,000 residents that enjoy views of forests, lakes, and a golf course.

With its proximity to Mt. Baker, the beautiful Puget Sound, and the world-renowned San Juan Islands, the region is an extremely desirable place to live and work. Situated just south of the Canadian Border, Whatcom County (population 229,000) is made up of several rural communities and smaller towns, as well as Bellingham (population 90,000), the county seat.

Bellingham and the surrounding wilderness make it one of the most livable, vibrant communities in the country. Residents can ski the slopes of Mt. Baker and sail Bellingham Bay in the same day, explore miles of hiking and bike trails, or stay in town and enjoy an active arts scene, unique shops and restaurants, and the community-wide emphasis on locally produced food and other products. Bellingham is also among the fastest growing metropolitan areas in the country. Bellingham is the recipient of a long list of awards, including many designations as a “best place” for livability and outdoor adventures and recognition for leadership in sustainability.



Bellingham proudly supports an active and innovative arts culture with numerous museums and art galleries, and a rich variety of musical and theatrical performing arts. The Whatcom Museum (a Smithsonian affiliate) houses contemporary art and historic exhibits and is one of the state’s largest museums outside of Seattle. The Mount Baker Theatre hosts more than 100 live performances each year. The City’s rich historic heritage has been preserved, and historic districts now house specialty shops, bookstores, and fine dining. The City has a wide variety of desirable neighborhoods and housing styles, from regal Victorians to waterfront hideaways, country farmhouses, condominiums and thoughtfully planned new developments.

Education is a top priority in Bellingham and Whatcom County. Citizens support excellence in education, including nationally lauded K-12 schools, highly regarded private schools, a community college, a technical college, and Western Washington University, which is highly ranked among public regional universities in the West.

THE ORGANIZATION AND COMMUNITY

SVCA is a 501(c)4 tax-exempt homeowner's association formed under RCW 24.03, governed under various RCWs and local ordinances. SVCA operates on a 2024 budget of \$7,022,391 and is governed by a Board of nine voting Directors and two non-voting Directors. These Directors are property owners that are elected by the community membership. Board and Committee members serve as uncompensated volunteers for the benefit of all members. Board Members are elected at the Annual General Meeting, which is held on the first Saturday in November.



SVCA is a sustainable and collaborative community where natural beauty, recreation, and civic engagement create a strong sense of belonging for its diverse membership. SVCA is proud to offer a wide range of activities for all ages and abilities, including a beautiful lakeside golf course designed by renowned course architect Ted Robinson. The SVCA Welcome Center houses the Administrative Offices of the Association, while the Clubhouse features a bar, restaurants, and the Golf Course Pro Shop. The Recreation Corridor houses a variety of recreational activities, including two pools, tennis/pickleball courts, sports fields, a small dog park, and the Community Center. The Community Center includes a fitness center, relaxation areas, children's playroom, meetings rooms, event space, game lounge and free WiFi. The Marina provides wet slips, dry slips, canoe and kayak storage, a children's playground, tennis and pickleball courts, a basketball court, and an off-leash dog park. The local neighborhood boasts numerous parks and many miles of trails, along with two outdoor seasonal pools and a county library. Additionally, the community features two community gardens, an RV storage facility, and a disc golf course.

To learn more about the Sudden Valley Community Association, review the Resident Handbook [here](#), and please visit: www.suddenvalley.com

THE POSITION

Under the direction of the Board of Directors, the General Manager oversees the day-to-day operations of the community. This role involves comprehensive property management, including supervising staff to ensure daily functions are performed efficiently, managing all financial aspects, enforcing rules and regulations, and resolving residents' issues.

The General Manager collaborates with the Management Team, which includes the Operations Manager, Finance Director, Maintenance & Facilities Manager, Golf Director, Turfcare Superintendent, and Recreation Manager. This partnership ensures effective communication and cooperation across all areas of the Association. The General Manager and Management Team are responsible for ensuring all aspects of the organization are supported, creating opportunities throughout the year for members and employees to offer feedback and suggestions.

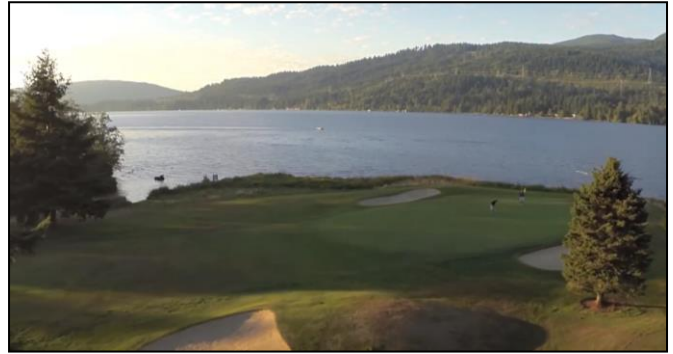
Leading and supporting a team of 31 full-time employees and up to 40 part-time and seasonal staff, the General Manager, together with the Management Team, works with the Board of Directors to implement the community's priorities effectively. In collaboration with the Board of Directors and staff, the General manager administers the SVCA strategic plan and identifies strategic priorities.

To view the full job description and review the essential functions of this position, please view the attachment found [here](#).



OPPORTUNITIES & PRIORITIES

- Support the Association's purpose, mission, and vision, and professionally represent SVCA by implementing Board decisions.
- Establish trust and ensure effective communication with the Board of Directors, Association staff, and community members.
- Develop a thorough understanding of the current structure and services provided.
- Conduct ongoing organizational assessments to identify opportunities, implement changes, and create a structure that supports the Association's vision, mission, and strategic priorities for long-term success.
- Recruit new employees when needed, ensuring they align with the organizational structure and positively contribute to effective operations.
- Drive stability and consistency in systems, policies, and procedures. Streamline processes, identify opportunities for efficiency, promote uniformity, and ensure accountability in business operations.
- Continue to drive financial stability by developing sustainable budgets, maintaining fiscal accountability, and planning for long-term projects and initiatives. Ensure the Board of Directors and the community understand the financial impacts of decisions to balance fiscal reality with the Association's needs.
- Provide updates and communicate effectively with the community. Collaborate with the Board, staff, and community to establish annual goals, objectives, and action items.
- Review revenue, collection rates, and expenditures monthly, and work quarterly with the Finance Director and Treasurer to determine necessary adjustments to ensure a balanced budget.
- Develop and maintain positive relationships with staff, Board members, consultants, vendors, and governing agencies. Create opportunities for engagement, ensure transparency, and support partnerships that benefit both the community and the Association.
- Negotiate and ensure compliance with the collective bargaining agreement between SVCA and the union.



EDUCATION & EXPERIENCE

- Ten (10) years of professional experience with municipal or large-scale association management is preferred. Leadership and management experience are essential, as is prior experience working with a Board of Directors or Council. A strong understanding of budgets and financial management is required. Strong business acumen with demonstrated change management and customer service is essential.
- A bachelor's degree in public administration, planning, business administration, engineering, or similar professional development training with an emphasis on leadership skills is desired. An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position will be considered.
- SVCA is seeking a candidate with senior management experience and strong budget and finance acumen, who is focused on training and developing team members. The ideal candidate will have experience working successfully with unions and handling residents' diverse priorities in a positive and professional manner. Organizational skills and responsiveness to residents and the Board are essential, as is the ability to interact well with County officials and understand regulations. The candidate will be expected to advise the board on various matters and decisions.



COMPENSATION & BENEFITS

- **\$150,000 - \$200,000 DOQ**
- SVCA offers a comprehensive benefits package including Medical, Dental, and Vision coverage, FSA Plans, 401(K), Vacation and Personal time off.



The Sudden Valley Community Association is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **August 18, 2024** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**Sudden Valley Community Association, WA – General Manager**" and click "**Apply Online**," or click [here](#). Resumes, cover letters, and supplemental questions can be uploaded once you have logged in. Lower cover banner photo by Peter James Photography.



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