

## **Job Posting:**

### **Association General Manager/COO Lakes of the North Association, Mancelona, MI 49659**

#### **Who we are**

Lakes of the North Association is the largest residential, recreational, property owners association in Northern Michigan. It is located on 15 square miles between Gaylord and Mancelona, Michigan within the counties of Antrim and Otsego. There are 8,028 lots with over 5,000 members and approximately 1,200 homes. Its facilities include a state of the art 18 hole golf course, a restaurant, 160 site campground, clubhouse with an indoor swimming pool, two beach houses, an airstrip, horse riding stables, tennis courts, and a winter sports facility.

#### **About the position**

The Association General Manager is responsible for overseeing the day-to-day management and coordination of association operations and administrative functions. The work environment is primarily an office environment. The position also includes the responsibility to periodically visit and monitor facilities throughout the association. We are looking for a long term, career oriented person.

#### **Primary Responsibilities**

- Act as chief administrative and operational officer for Lakes of the North Association, reporting to the president of the board of directors
- Responsible for association fiscal oversight including financial statement generation, review, and acceptance
- Maintain communication with association board of directors
- Maintain communication with association members
- Coordinate, negotiate, and administer vendor contracts
- Prepare for and attend all board and annual meetings of the association
- Respond to calls and inquiries from board members, association members, and vendors and determine and execute appropriate action
- Develop and prepare an appropriate annual draft budget for board approval
- Monitor and analyze monthly financial reports
- Oversee all on-site personnel
- Foster team building among all employees
- Maintain familiarity with laws, regulations, and governments related to the association

## **Education, Experience, and Skills**

Bachelor's Degree

Minimum of 5 years work experience in the areas of:

- Employee Management
- Budget development, accounting, cost analysis, financial management
- Working with local, county, state, and/or federal authorities conducting association business
- Community/association management

Effective negotiation skills

Excellent written and verbal communication

Excellent interpersonal skills

Strong financial skills

Outstanding organizational and leadership skills

Problem-solving aptitude

Process improvement skills

Excellent computer skills

Experience in marketing, hospitality and/or public relations a plus

## **Licenses/Certifications**

Valid Driver's License

## **Working Days**

Full time

## **Work Location**

Lakes of the North

5950 Skytrails Court

Mancelona, MI 49659

## **Benefits Offered**

## **References**

Personal and business references required

## **Background Check**

Candidate must agree to a credit and criminal background check.

## **Equal Opportunity Employer**

Lakes of the North Association does not discriminate in employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status.

**Please send your resume to [gmsearch6000@gmail.com](mailto:gmsearch6000@gmail.com) by March 31, 2020.**