

HVL GENERAL MANAGER – Job Posting

Hidden Valley Lake Property Owners Association (HVL POA) is currently recruiting for a General Manager. Our community is nestled in the rolling woodlands of southeast Indiana just 30 minutes west of Cincinnati. HVL is a private community that offers a unique blend of small-town charm and big city access.

Hidden Valley Lake, located at 19303 Schmarr Drive, Lawrenceburg, IN, is a 150-acre lake community with a marina and 6 smaller lakes, an 18-hole golf course, a 15-acre sports complex, a pool complex with tennis, basketball and pickleball courts, four playgrounds, a sandy beach with a shelter, a restaurant & bar, 24-hour fitness center, parks with walking paths and picnic shelters, and more that provides abundant recreation opportunity.

Originally planned in the early 1970s as a weekend getaway, Hidden Valley Lake has grown into a vibrant 1,938-acre residential community of approximately 5500 residents. Acres of wooded greenbelt surround an interesting diversity of home styles, ranging from rustic to traditional to contemporary. Wildlife sightings are frequent, including deer, turkey, geese, ducks, and even the occasional eagle or fox.

JOB OVERVIEW: The General Manager is charged with formulating and implementing the long-range future plans as well as any strategic initiatives tied to those future plans. Also creates, manages and responsible to execute the Hidden Valley Lake's operating and capital expenditures budget while maintaining financial controls; issues Requests for Proposal as appropriate, and tracks projects to completion as project manager.

The General Manager oversees both the Property Owners Association's and the HVL Golf Club's administrative, security and maintenance operations.

The General Manager is the "face" of the POA to property owners and works with them to address their issues and concerns in a timely and respectful manner with an emphasis on positive responses. This role also functions as the POA's point of contact outside Hidden Valley Lake and ensures that all POA operations are in compliance with applicable federal, state, and local laws.

SCOPE OF AUTHORITY: The General Manager is charged with the day-to-day implementation of policies, procedures and programs that will assure a well-managed, well-maintained community while operating within the budget. This role will collaborate and work with all committees who serve the community which includes Finance, Parks and Recreation, Lakes, Architecture, Future Planning, Safety & Security, and Judicial and Election Panels.

MAJOR RESPONSIBILITIES AND DUTIES: The General Manager is involved in all aspects of day-to-day operations of the property, including managing the leasing of buildings and storage facilities, property owner relations, maintenance and repair of all roads, parks, buildings, pool & beach, marina, parking lots, common lake shorelines, dam, and other community owned property.

Other responsibilities include overseeing the community operations in accordance with the HVL POA's By-Laws as well as the Articles of Incorporation, providing quality programs in coordination and conjunction with the POA's goals and objectives while maintaining a high level of confidentiality.

The General Manager will report to the Board of Directors and is responsible to meet with the President of the Board monthly.

EXPERIENCE AND QUALIFICATIONS: Bachelor's Degree in business management or related field from a four-year College or University.

5 years' experience in relevant industry experience such as condominium or residential community management, business management, landscaping management, golf course management, or commercial real estate management or some combination of these industries.

Other Experience: Strong working knowledge of MS Word, PowerPoint, Outlook, and Excel. Familiarity with accounting software a plus.

Possess the ability to maintain a high level of confidentiality; team building; can effectively prioritize and multi-task along with being dependable & flexible. A self-starter that is proactive along with effective follow-through.

Salary Range: **\$90,000 to \$150,000 plus a discretionary bonus possible**

If interested; please send resume and cover letter to hvlgenmgr@gmail.com