

COMMUNITY MANAGER (Fire Island Pines, NY)

Fire Island Pines Property Owners Association

Compensation: \$80,000– \$100,000

Employment type: Full-time

Job Title: Community Manager

Available: July 2019

Please email resumes to Rodman Paul, FIPPOA Board Secretary at: rpaul@rodmanpaul.com

Community Manager Job Description

The Fire Island Pines Property Association (FIPPOA) is seeking its first ever Community Manager. Fire Island Pines is the largest residential community on Fire Island and includes some 600 single family homes and 100 co-op apartments. The population is as high as 4,000 in the summer and about 50 in the winter. It is governed by the Town of Brookhaven in Suffolk County, New York. It is a prominently gay community with a reputation for tolerance, welcoming to all people. The Community Manager will be an essential part of professionalizing the management of FIPPOA and the community of Fire Island Pines.

Role Summary

The Community Manager reports directly to the President of the Board of FIPPOA and works with its 14 Directors. He/she provides both day-to-day oversight as well as long-term support for the association, its 500+ association members, and the community at large. The Community Manager is a problem solver who can develop and improve operational processes. He/she has great people skills and communicates in a timely way with clarity and transparency. The Community Manager is focused on efficiency, while always acting in the best interest of the community and its resources.

Administration

- Implement the decisions of the FIPPOA President and Board Members
- Oversee all FIPPOA staff; conduct regular assessments and monitor progress
- Establish and maintain service performance standards
- Respond to all community requests and resolve issues promptly
- Maintain safe and secure records and documentation of FIPPOA correspondence and activities
- Maintain up to date software, systems and technologies for greatest efficiency and in compliance with best practices
- Maintain relationships with other Fire Island communities
- Liaise with public agencies and services (Building Department, Fire Department, Highway Department, Police Department, etc.)
- Maintain a strong and productive relationship with the Town of Brookhaven

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Board

- Ensure Board members have support (information, systems and administrative help) in order to fulfill their respective roles
- With the Board members, create a handbook of FIPPOA policies, procedures and operations
- Evaluate and track core processes; if needed, make improvements

Budget

- Oversee the Association's finances and financial reporting
- Standardize all budgeting, spending, bookkeeping and accounting practices
- Ensure timely payment of accounts receivables
- Ensure that schedules and budgets of all departments are met

Physical Assets

- Ensure that the community is properly prepared to respond to emergencies at all times; maintain compliance with all licensing and safety requirements
- Oversee the beach, including cleanliness and erosion control
- Oversee the cleanliness, function and maintenance of all community property and public areas, including boardwalks
- Manage the FIPPOA-owned properties, including Whyte Hall and the Freight Dock
- Establish and enforce rules and regulations (construction, harbor roadways, etc.)

Qualifications

- 15+ years of experience as a Community Manager, or related experience
- Ability to lead others by mentorship, training and oversight
- Excellent organizational and time management skills
- Top-notch communications skills
- Ability to prepare budgets and understand financial reports
- Strong attention to detail
- Knowledge of public agency procedures and policies
- Proven track record of problem solving

Education

- High school diploma or general education degree (GED) or equivalent combination of education and experience
- Bachelors degree in Business desired