



Are you looking for a career in Community Management that includes excitement, wonderful staff, competitive benefits, variety, challenge, and fun? Apply now!

GENERAL MANAGER

Ken-Caryl Ranch is a planned residential community located just 18 miles southwest of downtown Denver. It is an attractive and inviting place to live, work, and play as it is nestled against the picturesque foothills of the Rocky Mountains with red rock formations, amazing views, and open space. Ken-Caryl Ranch residents have a strong sense of community and a robust appreciation for quality of life. Ken-Caryl Ranch Master Association works very closely with the Ken-Caryl Ranch Metropolitan District to serve the community in a unified and collaborative way. The Master Association is governed by a five-member Board of Directors elected by its citizens and serves approximately 14,000 residents in Littleton, Colorado.

Ken-Caryl Ranch Master Association offers a wide range of park recreation activities and facilities, a fitness center, three tennis facilities, three outdoor aquatic facilities, 120 acres of greenbelts, and 47 miles of trails. The Master Association also provides a broad range of recreation programs and special events for children and adults of all ages including before and after school programs, nature programs, summer camps, wellness programs, preschool, and tennis.

Overview

The Ken-Caryl Ranch Master Association is facing a unique and fun challenge over the next 3-to-5 years. We are looking to improve our budgeting process to focus on community priorities, strengthen our service delivery, improve aging infrastructure, increase resident satisfaction, maintain our private open space, expand opportunities for staff, instill continuous improvement to find efficiencies, improve community engagement, and continue to be good stewards of homeowner dues.

We are looking for an experienced community manager to help guide us through the next phase of our community's journey to achieve these lofty goals.

Ideal Candidate

A candidate that possesses all the leadership, administration, and financial requisite skills for the position and is a good culture fit within the organization.

Essential Functions

Provides day-to-day operation, overall management, planning, and leadership of the organization and staff. Works with the staff, Board, and Committees to establish policies and programs and administers such policies and programs. Must communicate effectively with community members, staff, and volunteers.

Qualifications

Achieve and maintain Certified Manager of Community Associations accreditation, effective verbal and written communication skills, earned a four-year degree or equivalent experience, strong leadership skills, good organizational skills, and strong computer skills.

Pay

Hiring Range: \$116,000 - \$145,000 plus annual bonus opportunities. A one-time relocation expense reimbursement up to \$10,000 will be offered for qualified moving expenses.

How to Apply

For a full job description, position details, and job requirements, see the Job Description. To apply, please complete the Employment Application and submit your resume and cover letter.

Application Deadline & Interview Process

Deadline to submit resume is Friday, September 23, 2022. Upon invitation, a one-day in-person interview process, including a peer panel and an executive panel, is targeted to be held on October 3, 2022, with subject to change. Out-of-state candidates may qualify for an interview travel stipend up to \$500.