



**Great Island Homeowners Association – West Yarmouth, MA
General Manager**

About the Association

Founded in 1986, the Great Island Homeowners Association (GIHA) manages a serene and beautiful private, summer-oriented residential community of approximately 600 acres in West Yarmouth, Massachusetts on the south shore of Cape Cod. Those who have seen Great Island refer to it as a hidden gem. The island, which is accessible by road, consists of pristine beaches on Nantucket Sound and Lewis Bay, marshland, fields, forested conservation land, a sheltered cove, a historic lighthouse and 41 privately owned homes. GIHA manages the common areas, a small seasonal restaurant (The Beach Club), a 10-hole rustic golf course, four tennis courts, two docks, and several service buildings. The Association also assists its members in managing their privately owned homes and boats.

GIHA employs an office manager, an on-site caretaker, maintenance employees, security staff, and outside contractors. Seasonal employees staff The Beach Club and tennis, sailing and summer programs for the island’s children. The Beach Club, recreational and social programs start in mid-June and run through Labor Day. Great Island residents use GIHA’s docks for a wide range of water sports, and there are occasional all-island social events. Most homes see at least occasional off-season use. The island is without question peaceful, private, and unspoiled. A true treasure.

GIHA is managed by a 7-member Board of Directors to whom the General Manager reports. The operating budget for 2022 is \$1.2 million, plus a substantial capital budget. There are three year-round management personnel, that will include the GM, plus maintenance and security staff and a number of outsourced services. There are 22 employees at the height of the season.

About the Position

The General Manager will report to the Board of Directors and will have daily interaction with homeowners, guests and renters. He or she will provide leadership, direction, and support to all Great Island staff. This position is full time, year-round, requiring significant oversight in-season and a more leisurely pace in the off-season. The GM serves as a communications hub and as administrator to the GIHA Board and its committees. The GM leads and manages the execution of day-to-day operations, staffing, finance, budgets, reporting, and services provided by the Association. Additionally, there are long-term projects that require oversight, management, execution, and proactive communication. Stellar communication skills are an absolute requirement for this position as there will be frequent interaction with staff, homeowners and board members.

The General Manager will provide leadership, schedules, coordination, supervision, and oversight of day-to-day operations. He or she will also oversee the projects, priorities, and operations of all Association services. The GM will also manage the finances effectively and recruit, hire and retain full-time, seasonal and contract staff, while providing effective communications as needed. It is also vital that the General Manager assist the Board in managing large scale, multi-year capital projects that will require permitting, contracting, budgeting and close oversight.

Compensation: GIHA will offer a competitive compensation plan and the use of island amenities for the next General Manager.

About the Ideal Candidate

The ideal candidate will have a professional career track record of stable employment including a minimum of five years in progressively more responsible positions leading up to a General Manager position at a private community/association, and/or Club, ideally with relevant similarities to GIHA. He or she will have a history of demonstrating excellence in the day-to-day execution of a Club or residential community as well as budget planning and reporting, long-term planning, risk management, human resources and outstanding communication skills. Experience in capital project management is a must and as well as experience in permitting and working with building departments and coastal regulators is a plus.

It is crucial that the next General Manager have a consistent track record of meeting and exceeding project objectives and have familiarity with accounting and other commonly used software. He or she will also have experience with annual and long-range

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budgeting and forecasting, expense management, internal controls, and financial reporting. It is important that the chosen candidate understands the Great Island community and has the willingness to learn about and operate within the island's long-standing culture and traditions. He or she must have the ability to work effectively in both in-season and off-season modes, with the ability to attract and retain staff in a very competitive, seasonal work environment. The ideal candidate will also have food and beverage operations management expertise and have the willingness to supplement staff work as needed.

A four-year college degree is highly desirable, preferably with a specialization in hospitality management along with appropriate professional training. PCAM, CAM, LCAM certifications a plus.

Apply for This Position

Interested candidates should complete the online candidate profile form and submit a compelling cover letter and resume for consideration to DENEHY Club Thinking Partners at <http://denehyctp.com/apply-for-a-position/>. If you have any questions or to recommend a candidate, please contact Bob James at 203.319.8228 or by email bob@denehyctp.com.

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