

Community Manager/Executive Director—Hidden Valley Foundation, Inc.

The Hidden Valley Foundation, Inc. is the master homeowner's association for the Hidden Valley community and has a position opening for its Community Manager/Executive Director. Located in the scenic Laurel Highlands approximately 15 miles from Somerset, PA, the Hidden Valley community consists of 1,100 condominiums, townhouses, and single family homes located adjacent to the Hidden Valley Resort. The HVF Community Manager/Executive Director is responsible for the day-to-day operations of the Foundation and reports through a management company (First Service Residential) and directly to the President of the Foundation's board of directors. The Executive Director's responsibilities include:

- Supervision of HVF's full-time administrative and maintenance personnel
- Monitoring of and adherence to the annual approved budget
- Contract administration and monitoring
- Project management, including marketing, construction and other areas
- Achievement of the community's long-range objectives as identified in the Foundation's strategic plan
- Daily interaction with an active group of homeowners who enjoy activities specific to each of the four seasons
- Interaction with the Foundation's board of directors and its various committees
- Working directly with the community's four separate condominium associations

The ideal candidate for the position will possess a bachelor's degree (minimum), at least five (5) to seven (7) years of progressive management experience with a record of improving operations, excellent written and oral communication skills, strong interpersonal skills and project management experience. This is an excellent opportunity for an individual who enjoys managing challenging and interesting projects.

This is a full-time position with annual salary of \$110,000 with the potential for a performance bonus based upon achievement of specific objectives, and a competitive benefits package.

Interested parties should submit via email a brief letter of interest describing how your qualifications and experience would benefit the Hidden Valley community and a resume to the following address:

HVF Search Committee  
c/o Thomas Durkan, Vice President, Hidden Valley Board of Directors  
email: hvfcareer@gmail.com

No phone calls please.

Revised: August 2019