

Job Specification

Director of Community Association Management

Company Description	RealManage is a property management firm that manages over 400 community associations from under 100 units to over 7,000 units in Arizona, California, Colorado, Florida, Louisiana, Nevada and Texas, including homeowner associations (HOAs), condominium associations, cooperatives, luxury high-rises, municipal utility districts and large master-planned communities.
Work Location	San Rafael, CA
Title	Director of Community Association Management (DCAM)
Reports to	Vice President and Branch Manager
Responsibilities	<ul style="list-style-type: none"> • Manage all day-to-day CAM operations for a high-growth branch, including the staff of CAMs and ACAMs • Manage all new client community transitions and hand-off to a CAM after the initial two to three months of operation
Requirements	<ul style="list-style-type: none"> • Highly-effective ability to manage other Community Association Managers and Assistant Community Association Managers • Highly-effective ability to build and lead a team of professionals in terms of recruiting, hiring, training, managing, developing, coaching, promoting and releasing employees as necessary • Highly-effective ability to manage a large, complex developer portfolio and manage the developer relationship as a business development manager • Ability to manage the RealManage transition process to on-board new community association clients and closely coordinate with our Client Services Group and the client community during the set-up process • Minimum 2-3 years property management /community management experience in addition to other professional work experiences that demonstrate leadership capabilities • Developer portfolio experience • Familiar with vendor management and construction and maintenance issues • Understanding of Community Association business and financial statements • Ability to motivate, cultivate and negotiate with committees • Professional verbal and written communication skills • Strong Computer Skills: Word, Excel, Outlook and Database applications • Strong organizational and time management skills • High integrity, honesty and professionalism • Exceptionally strong customer service orientation • Certification preferred
Career Path	This position is on the career path to become a Vice President, Senior Vice President, Branch President and Division President
Compensation	The compensation package includes base salary, performance bonus and stock options
Benefits Summary	<ul style="list-style-type: none"> • Health Insurance: • Dental Insurance: • 401(k) Program
Contact	<ul style="list-style-type: none"> - Email: careers@realmanage.com - URL: www.realmanage.com