

# Association Manager / Director of Activities

**Heritage in the Hills – 55+ Community**

**Salary:** \$45,000 – \$53,000 per year

**Job Type:** Full-Time, On-Site

Send Resume to [barbarabjkh@gmail.com](mailto:barbarabjkh@gmail.com) and [hithemployment@gmail.com](mailto:hithemployment@gmail.com)

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## Position Summary

Heritage in the Hills, a premier **55+ active adult community**, is seeking an experienced **Association Manager / Director of Activities** to oversee Clubhouse operations, manage vendors and staff, and support a vibrant resident lifestyle.

This role requires **direct experience in HOA or 55+ community management** with a strong focus on resident relations, property operations, and Board collaboration.

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## Key Responsibilities

- Manage daily Clubhouse operations and maintain office hours
  - Serve as liaison between residents, Board of Directors, and vendors
  - Oversee **landscaping, snow removal, pool/spa, security, and common areas**
  - Supervise staff and coordinate contractor services
  - Enforce HOA rules and handle resident concerns professionally
  - Oversee planning and execution of **community events, activities, and trips**
  - Oversee production of monthly newsletter and resident communications
  - Support Board meetings, reports, and records management
  - Troubleshoot basic technology for office equipment, meetings, and events
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## Qualifications

- **Required: Experience in HOA, condominium, or 55+ community management**
  - Strong knowledge of **property operations and vendor management**
  - Experience supervising staff
  - Excellent communication and conflict resolution skills
  - Comfortable with technology and event coordination
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## **Work Schedule**

- Monday–Friday: 9:00 AM – 5:00 PM
  - Saturday: 10:00 AM – 2:00 PM
  - Sunday: Closed
  - As needed evenings and weekends for Clubhouse events and private parties
  - 40 hours
  - Flex time
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## **Benefits**

- Health Insurance Stipend
  - Paid Holidays
  - Sick Time
  - Personal Time Off (PTO)
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## **Preferred Certifications**

- Certified Pool Operator (CPO) or willingness to obtain
  - Knowledge of local property management regulations
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## **What We're Looking For**

- Positive, respectful, and approachable leadership style
- Strong problem-solving and decision-making skills
- Ability to improve processes and identify cost efficiencies
- Team player who supports overall community success