



Executive Director

Presque Isle Harbor Association (PIHA)

PIHA, located in Presque Isle, MI, is a single-family residential community nestled along the rugged and pristine shoreline of Lake Huron and is comprised of about 2,100 members who own the 3,100 lots plotted within the Association. The Association's property is comprised of approximately 3,000 acres, of which 2,000 acres are approved for residential housing and the remainder are designated as "common property". PIHA is an established non-profit corporation.

The role of the Executive Director:

- Responsible for the implementation and management, with direction by the PIHA Board of Directors, for the day-to-day financial and operational performance of PIHA that is comprised of about 2,100 members, a 60-unit campground, clubhouse, pool, 2 beach houses, trails and parks.
- Be knowledgeable and informed of the PIHA governing documents, rules and regulations and be capable of enforcing and communicating with members regarding infractions.
- Provide leadership and direction for the individual departments and staff. Be knowledgeable on workplace safety environment and practices of safety standards and government regulations.
- Develop comprehensive asset management strategies and recommendations to improve current and future operations maximizing financial performance while effectively serving the PIHA members.
- Comply with all local, county, state and federal regulatory agencies. Review all safety procedures including emergency preparedness and update procedures. Responsible to train staff to ensure compliance.
- Prepare annual operational budgets, including capital expenditure recommendations for all departments.
- Report monthly to the PIHA Board of Directors on significant issues, matters requiring board approval, operational performance, and financial performance including budget variances.
- Develop and implement plans and research projects to improve and expand operational growth and financial profitability.
- Must have a working knowledge of basic property and asset maintenance (i.e. mechanical, electrical, HVAC, indoor pool, snow removal and landscaping) as well as being able to negotiate with vendors and contractors for services.

Requirements:

- Minimum 5 years' experience in asset/property management
- Bachelor's degree in related field or equivalent experience
- Excellent oral and written communication skills
- Knowledge of best practices for asset and property management
- Experience with budget management and human resource management.
- Ability to lead, inspire and motivate staff
- Skilled negotiator

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