

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

GENERAL MANAGER PROFILE: ALBEMARLE PLANTATION PROPERTY OWNERS' ASSOCIATION HERTFORD, NC

THE GENERAL MANAGER OPPORTUNITY AT ALBEMARLE PLANTATION PROPERTY OWNERS' ASSOCIATION

Albemarle Plantation Property Owners' Association is seeking a dynamic and experienced General Manager to lead this distinguished waterfront community in Hertford, North Carolina. With its natural beauty, resort-style amenities, and strong sense of community, Albemarle Plantation provides an exceptional environment for a proactive, service-oriented leader.

The General Manager will oversee all daily operations, including the management of amenities, financial oversight, staff leadership, and homeowner relations, while working closely with the Board of Directors to execute strategic plans and long-term initiatives. This position offers a unique opportunity to join a vibrant and established community that values professionalism, innovation, and genuine hospitality.

[Click here to view a brief video about this opportunity.](#)

ABOUT ALBEMARLE PLANTATION PROPERTY OWNERS' ASSOCIATION AND COMMUNITY

Nestled along the scenic Albemarle Sound in northeastern North Carolina, Albemarle Plantation is one of the region's premier gated, waterfront communities. Spanning more than 2,800 acres, the community features an 18-hole Dan Maples-designed golf course, a full-service deepwater marina, a private clubhouse with dining, tennis, and bocce courts, a fitness center, pool, and pickleball courts.

Albemarle Plantation combines small-town charm with modern, resort-style living - offering a range of custom homes and homesites, from golf-front residences to waterfront estates. Residents enjoy an active lifestyle, supported by over 35 social clubs, special events, and community gatherings that take place throughout the year.

Guided by a dedicated Property Owners' Association, Albemarle Plantation is committed to maintaining its natural beauty, enhancing property values, and providing a welcoming environment that reflects the warmth, hospitality, and coastal elegance of life on the Albemarle Sound.

ALBEMARLE PLANTATION PROPERTY OWNERS' ASSOCIATION BY THE NUMBERS

- Approximately 2,800 acres master-planned community across multiple neighborhoods.
- The annual operating budget is around \$6M of income and \$6m of expenses with nearly \$1.6M in reserve funding.
- The community comprises 548 improved lots, 455 unimproved lots, which include 184 developer lots.
- Association assessment for improved residential property: \$733.64 per quarter
- Additional membership/social club dues: \$254.93 per month social club fee and \$10,000 initiation fee for club membership.
- The average age of members is 66 years.
- The Board of Directors consists of 6 members on staggered 3-year terms.
- Committees include Architectural Standards, Governors, Election, Insurance, Roads and Strategic Planning
- The APPOA is a non-profit corporation formed in 1989 under the State of North Carolina statutes.
- The Association utilizes ClubSoft and ClubEssentials.

ALBEMARLE PLANTATION PROPERTY OWNERS' ASSOCIATION WEBSITE: www.albemarleplantation.com

GENERAL MANAGER – POSITION OVERVIEW

The General Manager (GM) of Albemarle Plantation Property Owners' Association (APPOA) serves as the chief executive responsible for leading the operational, administrative, and strategic functions of this premier waterfront community. Reporting to the Board of Directors, the GM ensures that all aspects of the Association run efficiently, safely, and in alignment with the community's long-term vision.

This role combines strategic leadership with hands-on operational management. The GM oversees financial operations, staff leadership, maintenance of common areas and infrastructure, covenant compliance, and resident services. They are also responsible for managing key amenities such as the golf course, marina, clubhouse, and dining venues, ensuring these services meet the community's standards and reflect the lifestyle expectations of its residents.

A successful GM is a community-focused leader, someone who actively engages with residents, fosters connections across the neighborhood, and champions initiatives that enhance quality of life. They support the Board and committees by translating strategic goals into actionable plans, managing projects, and facilitating informed decision-making.

Operational excellence, innovative problem-solving, and proactive communication are essential. The GM manages budgets, contracts, and capital projects while ensuring compliance with governing documents and North Carolina law. Additionally, the GM identifies opportunities to enhance services, leverage technology, and improve processes to maintain Albemarle Plantation's reputation as a well-managed, vibrant, and highly desirable community.

This position requires a professional who can balance strategic oversight with visible, approachable leadership, connecting with residents, staff, Board members, and service providers to foster a cohesive, thriving community culture.

INITIAL PRIORITIES OF THE GENERAL MANAGER

Establish Strong Relationships and Transparent Communication

- Build trust and open lines of communication with the Board of Directors, staff, members, and community stakeholders.
- Conduct introductory meetings with department heads, committee chairs, and key vendors to understand operations, expectations, and ongoing initiatives.
- Promote consistent, transparent communication with residents through regular updates, newsletters, and meetings in alignment with the Strategic Plan's communication goals.

Strengthen Financial Health and Fiscal Discipline

- Review and refine current financial policies and reporting to ensure alignment with the Strategic Plan's five-year financial trajectory.
- Support the Board in maintaining fiscal responsibility through sound budgeting, assessment management, and reserve funding.
- Identify opportunities to enhance revenue from income-producing amenities and implement cost-saving efficiencies without compromising quality or service.
- Ensure the long-term reserve study and capital maintenance funding plans are updated and effectively communicated.

Advance Capital Maintenance and Infrastructure Programs

- Oversee implementation of the 20-year Capital Maintenance and Replacement Plan, with five-year review intervals.
- Ensure timely completion of current and upcoming capital projects outlined for 2025–2026 (e.g., roads, drainage, clubhouse and Dockside improvements, pickleball courts, and ADA enhancements).
- Work closely with committees and consultants to plan and track reinvestment in facilities, amenities, and community infrastructure.

Support Governance and Organizational Effectiveness

- Collaborate with the Board of Directors to uphold strong governance and strategic oversight practices.

- Ensure that management responsibilities and committee roles are clearly defined and respected, consistent with the Plan's governance structure.
- Provide data-driven insights and progress updates to support quarterly Strategic Plan reviews by the Board and Finance Committee.
- Foster a culture of accountability, education, and service excellence across all departments.

Enhance Member Experience and Community Engagement

- Reinforce Albemarle Plantation's vision of a welcoming, connected, and active community.
- Partner with committee leadership to assess amenity use, satisfaction, and opportunities for enhancement based on annual membership surveys.
- Lead efforts to improve service delivery, responsiveness, and overall member satisfaction, ensuring alignment with AP's core values of integrity, respect, trust, and community.

Strengthen Staff Development and Operational Excellence

- Conduct a comprehensive review of staffing structure and needs to ensure appropriate resourcing for future growth.
- Promote professional development, training, and retention strategies to position Albemarle Plantation as an "employer of choice."
- Encourage operational efficiency and excellence through clear performance goals, departmental accountability, and staff empowerment.

Implement Monitoring and Evaluation Systems

- Lead quarterly and annual reviews of Strategic Plan progress in partnership with the Board and committees.
- Maintain accurate reporting on capital spending, reserve planning, and operational performance.
- Ensure member survey feedback, amenity usage data, and industry benchmarks are incorporated into ongoing decision-making.

CANDIDATE QUALIFICATIONS

The ideal candidate will bring a minimum of 8+ years of progressive executive leadership experience, preferably within a private, member-governed residential community, large-scale property owners' association, or a comparable resort/hospitality environment with complex, multi-faceted operations. Experience managing or having direct knowledge of amenities such as golf courses, marinas, racquet sports, and club-style facilities is highly desirable.

Demonstrated success operating within a high-performing General Manager model, marked by personal ownership, accountability, and strategic leadership, is essential. The successful candidate will be a hands-on, service-oriented professional with a track record of delivering operational excellence while fostering strong relationships with the Board of Directors, staff, and residents. This role requires a leader capable of preserving and enhancing the lifestyle, community culture, and long-term value of Albemarle Plantation.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- A bachelor's degree is preferred, ideally with a concentration in Hospitality Management, Business Administration, Public Administration, or a related field.
- Substantial large-scale POA, country club, community association, or hospitality experience will be considered in lieu of the degree. Experience with ClubEssentials is helpful.
- Industry certifications such as CMCA, AMS, PCAM, and CCM are preferred. Strong preference for LSM designation and/or verifiable large-scale community operations experience.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all hired employees must verify their identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience. The Association offers an excellent bonus and benefits package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Tim Prime, Board President and the APPOA Search Committee**, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Albemarle Plantation and the Hertford, NC area will benefit if you are selected for the role.

You must apply for this role as soon as possible, but no later than Friday, December 19, 2025. Candidate selections are anticipated to occur in late December, with first interviews in early January, and a final selection by mid-January. The new candidate should assume his/her role as soon as reasonably possible for notice and transition in early February, if not sooner.

IMPORTANT: Save your resume and letter in the following manner:

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter – Albermarle Plantation”

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you cannot go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Patty Sprankle: patty@kkandw.com

Lead Search Executive:

Brad Baecht, LCAM, CMCA, AMS, PCAM

Search Executive

O: (833) KKW-HIRE, ext. 706

M: (703) 727-0964 – Wellington, FL

brad@kkandw.com