

COMMUNITY ASSOCIATION MANAGER PROFILE: FIDDLER'S CREEK FOUNDATION NAPLES, FL

COMMUNITY ASSOCIATION MANAGER POSITION AT FIDDLER'S CREEK FOUNDATION

At Fiddler's Creek, the Community Association Manager plays a key role in maintaining a well-managed, engaging, and high-quality living environment. This position enhances daily operations, fosters strong resident relationships, and ensures the community consistently reflects the association's standards of excellence. Through proactive management, clear communication, and thoughtful coordination, the Manager supports the Board's vision and delivers a seamless resident experience.

Reporting to the General Manager and President, this role oversees the day-to-day operations of assigned neighborhoods, ensuring compliance with governing documents, financial stability, and adherence to community standards. Responsibilities include leadership of property operations, budget administration, vendor management, and preventive maintenance planning, while supporting long-term asset preservation through effective reserve oversight. As a key liaison among homeowners, boards, and service providers, the Manager ensures responsive communication and high-quality service delivery.

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

ABOUT FIDDLER'S CREEK FOUNDATION AND COMMUNITY

Fiddler's Creek Foundation is the master homeowner's association for Fiddler's Creek, a premier luxury community in Naples, Florida. Set within a beautifully planned, resort-style environment, the community offers an exceptional blend of natural beauty, upscale living, and world-class amenities.

The Foundation is responsible for the management and maintenance of all common areas and shared amenities, including a state-of-the-art clubhouse, resort-style pools, fitness and wellness facilities, dining venues, and recreational spaces. With over 3,000 residences and a diverse, engaged membership, Fiddler's Creek is recognized for delivering a vibrant lifestyle and a high standard of service.

Committed to excellence, the Foundation ensures the long-term preservation of community assets while fostering an environment that enhances the quality of life for all residents.

FIDDLER'S CREEK FOUNDATION BY THE NUMBERS

- There are approximately 1,500+/- single-family homes and 1,400+/- condominiums at present, with an approved eventual build-out of over 4,000 homes
- Approximately 30% of the residents live in the community on an annual basis
- There are approximately 60 miles of roadways within the community, all individual neighborhoods are maintained by individual neighborhood associations
- Overall operating budget of approximately \$13M
- Total employees in-season: approximately 320 (including 120 H-2B employees)
- Total employees off-season: approximately 200

FIDDLER'S CREEK FOUNDATION WEBSITE: www.fiddlerscreek.com

COMMUNITY ASSOCIATION MANAGER - POSITION OVERVIEW

The Community Association Manager (CAM) will play a key leadership role supporting both the day-to-day field operations and broader administrative functions of the Foundation.

This position is ideal for a hands-on, visible professional who enjoys balancing operational oversight, resident interaction, compliance enforcement, and collaborative leadership responsibilities.

A significant portion of the role will involve time spent in the field conducting community inspections, supporting architectural and design review activities, and overseeing covenant and code compliance efforts to help preserve the integrity, standards, and aesthetic character of the community. The CAM will work closely with residents, committees, contractors, and leadership to ensure compliance with the governing documents and established community standards.

In addition to field responsibilities, the Community Association Manager will assist at the Foundation level by partnering with the General Manager and supporting various organizational initiatives involving administration, accounting, legal coordination, and operational projects, as needed.

This individual will also assist in overseeing the management and operations of three smaller village associations, Dorado, Oyster Harbor, and Marsh Cove, each with smaller operating budgets and unique community needs. Responsibilities may include vendor coordination, resident communication, compliance oversight, meeting support, and ensuring consistent operational standards across the villages.

The successful candidate will be highly organized, proactive, relationship-oriented, and comfortable operating in both administrative and field-based environments while maintaining a strong customer service mindset and attention to detail.

LEADERSHIP COMPETENCIES/ATTRIBUTES

- Governance Partner – serves as a transparent, disciplined, and collaborative advisor to the Board and committees, ensuring alignment with governing documents and strategic priorities
- Operational Steward – ensures excellence in daily community operations, vendor performance, and service delivery with consistency and accountability
- Financial Steward – upholds fiscal discipline through accurate budgeting, financial monitoring, reserve planning, and responsible resource allocation
- Community Standard Champion – maintains and enforces architectural guidelines, community standards, and design review processes to preserve property values and aesthetic integrity
- Risk & Compliance Manager – proactively identifies operational, regulatory, and physical risks while ensuring adherence to governing documents and applicable statutes
- Process Improver – strengthens systems, workflows, and service delivery models to improve efficiency, responsiveness, and resident experience
- Collaborative Leader – builds trusted relationships across homeowners, Board members, vendors, and internal teams to support shared objectives
- Resident Experience Advocate – fosters a service-oriented culture focused on responsiveness, communication, and enhancing overall community satisfaction
- Asset Preservation Leader – prioritizes long-term planning through preventive maintenance, capital project oversight, and reserve fund stewardship

CANDIDATE QUALIFICATIONS

- 5+ years of community association management experience in upscale residential communities.
- Strong knowledge of HOA governance, design review, statutory compliance, and records management; Florida Statute 720 experience preferred.
- Demonstrated financial acumen, including budgeting, internal controls, financial reporting, and audit processes.
- Familiarity with covenant enforcement, permitting, and construction or architectural review processes preferred.
- Experience with environmental stewardship initiatives, particularly in coastal or environmentally sensitive areas, is a strong plus.
- Excellent communication, leadership, and collaboration skills with the ability to engage effectively with boards, residents, and stakeholders.
- Proficiency in Microsoft Office and document or case management systems.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Florida CAM license required (or obtained upon employment).
- Industry certifications such as CMCA, AMS, and PCAM are preferred.
- A bachelor's degree is preferred.

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. Fiddler's Creek Foundation 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 the **FCF CAM 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 Fiddler's Creek and the Naples, FL area will benefit if you are selected for the role.

You must apply for this role as soon as possible, but no later than Monday, June 8, 2026. Candidate selections will occur on a rolling basis, with interviews and a final selection no later than the end of June. The new candidate should assume the role as soon as reasonably possible, with notice and transition by July 2026.

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

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter – Fiddler's Creek - CAM"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to 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 and Christy Latimore: christy@kkandw.com

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