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COMMUNITY ASSOCIATION MANAGER PROFILE: ESTANCIA COMMUNITY ASSOCIATION SCOTTSDALE, AZ

COMMUNITY ASSOCIATION MANAGER OPPORTUNITY AT ESTANCIA COMMUNITY ASSOCIATION

A rare opportunity exists for a polished, relationship-driven leader to serve as the next Community Association Manager for Estancia. This individual will play a key role in preserving and enhancing the exceptional lifestyle, operational excellence, and architectural integrity that define one of Scottsdale's premier private residential communities. The successful candidate will bring strong emotional intelligence, executive presence, and a genuine passion for building meaningful relationships with homeowners, Board leadership, vendors, and community partners.

The ideal candidate is a highly organized and service-oriented professional who thrives in a high-touch, luxury environment. They possess the ability to diplomatically navigate complex homeowner situations, communicate with clarity and follow-through, and successfully manage projects from beginning to end. Estancia Community Association seeks a leader with a proven track record of developing strong teams, maintaining high standards and attention to detail, negotiating effectively with vendors, and building productive relationships with the City of Scottsdale and other key stakeholders.

ABOUT ESTANCIA COMMUNITY ASSOCIATION

Estancia Community Association is an exclusive gated residential community located at the base of Pinnacle Peak in North Scottsdale, Arizona. Set across 640 acres of pristine Sonoran Desert landscape, Estancia is recognized for its exceptional natural beauty, luxury homes, and commitment to preserving the character and serenity of the surrounding environment. The community offers residents a refined desert lifestyle defined by privacy, security, and a strong sense of place.

The Association is dedicated to providing services and amenities "unmatched by any other community in the valley," with a focus on maintaining community harmony and enhancing the overall resident experience. Through carefully administered architectural review and design standards, Estancia preserves the integrity of its neighborhoods while ensuring that homes and common areas complement the dramatic desert setting.

Residents benefit from a wide range of community services and resources designed to support both full-time and seasonal homeowners. These services include gate access management, patrol and security operations, alarm monitoring, resident directories, newsletters, community calendars, governing documents, forms, contractor and service provider information, and online resident access. An on-site administration team supports the day-to-day operations of the community and helps maintain the high standards expected throughout Estancia.

Community amenities include professionally maintained landscaping and infrastructure, gated entrances, common areas, and a Bark Park for residents and their pets. The Association's commitment to maintaining the beauty and functionality of the community contributes to an atmosphere of exclusivity, tranquility, and pride of ownership.

Estancia is also closely associated with the acclaimed Estancia Club, home to a Tom Fazio-designed championship golf course consistently recognized among the finest private golf experiences in the country. Complementing the golf experience are additional lifestyle amenities that include tennis and pickleball courts, a 25-meter heated swimming pool, fitness and wellness facilities, private dining venues, and outdoor gathering spaces that embrace panoramic views of the surrounding desert landscape.

ESTANCIA COMMUNITY ASSOCIATION BY THE NUMBERS

- Consists of 264 homes with 4 buildable lots available
- Annual Assessment for Master Association: \$5592
- Community Enhancement (Capital) Fee: ½ of 1% of purchase price
- Number of Community Employees (FTE) – 11; (PTE)- 4.
- Approximate Gross Volume: \$2.0m
- Approximate Annual Dues Volume: \$1.27m
- Approximate Gross Payroll: \$918m
- There are 8 board members with 3-year terms.

ESTANCIA COMMUNITY ASSOCIATION WEBSITE: www.estanciacomunity.com

COMMUNITY ASSOCIATION MANAGER – POSITION OVERVIEW

The Community Association Manager will serve as an ambassador for Estancia externally and internally. The individual must demonstrate the ability to cultivate and maintain strong working relationships with the City of Scottsdale, outside agencies, contractors, and strategic partners. Experience collaborating with municipalities, understanding regulatory processes, coordinating projects, and navigating approvals is highly valued. This leader must be confident representing the Association in a professional and credible manner across a variety of stakeholder groups.

Operationally, the ideal candidate is highly organized, detail-oriented, and accountable. They have a proven track record of successfully managing projects from conception through completion while maintaining clear communication, meeting timelines, and ensuring follow-through. The Association is seeking an executive who does not let details fall through the cracks and demonstrates exceptional consistency in execution. Strong project management discipline, responsiveness, and organizational awareness are critical components of success in this position.

Equally important is the ability to develop and lead people effectively. The successful candidate will foster a culture of accountability, professionalism, collaboration, and service excellence among the team. They should possess a genuine interest in mentoring and developing staff members while creating clarity around expectations, communication, and performance standards. The ideal leader will elevate the capabilities of the team through coaching, support, and consistent leadership presence.

Communication skills are paramount. The successful candidate must be an exceptional verbal and written communicator with the ability to interact confidently and effectively with highly accomplished homeowners and community leaders. They should demonstrate polished communication habits, strong follow-through, responsiveness, and a professional online and interpersonal presence that reflects the standards and culture of Estancia. An intuitive understanding of service, discretion, and relationship management within a luxury community environment is essential.

INITIAL PRIORITIES OF THE NEW COMMUNITY ASSOCIATION MANAGER

- Evaluate the Community's operational effectiveness, aesthetic consistency, and overall resident experience, while providing thoughtful leadership and vision for the continued enhancement and long-term stewardship of Estancia Community Association.
- Become fully apprised of the community's ongoing javelina-related concerns and work collaboratively with homeowners, experts, and local agencies to thoughtfully evaluate practical, long-term solutions that balance resident experience, safety, and respect for the surrounding desert environment.
- Guide the Community through its gate software conversion project by ensuring clear communication, strong project oversight, effective vendor management, and a seamless implementation experience for homeowners and guests alike.

- Spend time getting to know the leadership team, understanding individual strengths and responsibilities, and identifying opportunities to support continued professional development, collaboration, and long-term team success.
- Become fully acquainted with the Community's ongoing and planned projects, timelines, and strategic priorities, including initiatives such as the dog park parking lot expansion, roadway improvements, and other enhancements intended to support the long-term resident experience and community infrastructure.

CANDIDATE QUALIFICATIONS

- At least 7–10 years of senior leadership experience in community associations, residential management, hospitality, nonprofit, or related settings with a proven track record of success.
- Strong sense of emotional intelligence, gravitas, and genuine diplomacy.
- High level of organizational skills.
- Discerning eye for detail.
- Demonstrated expertise in budgeting, finance, operations, and strategic planning.
- Capable of managing large- and small-scale capital projects from start to finish.
- Strong communication, interpersonal, and conflict-resolution skills.
- Experience with luxury communities.
- Familiarity with construction codes, easements, and design review processes is encouraged.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- A bachelor's degree is preferred, with a focus on business administration, public administration, facilities management, or a related field.
- Substantial private club community or hospitality experience will be considered in lieu of the degree.
- Industry certifications such as CCAM, PCAM, CMCA, AMS, LSM are encouraged but not required.

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 Community offers an excellent bonus and benefits package, including association membership.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to the **Estancia Community Association Search Committee**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Estancia Community Association and the Scottsdale, AZ area will benefit you, your family, your career, and the Community if selected.

You must apply for this role as soon as possible. Candidate selections will occur mid-June, with the first interviews expected in July and the second interviews a short time later. The successful candidate should assume their role as soon as possible.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - Estancia”

(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 Alice Stevens: alice@kkandw.com

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