

EXECUTIVE LEVEL HOUSE MANAGER

Private Family • Denver, Colorado

Full-Time, Salaried • \$100,000-\$120,000 DOE

Bilingual English/Spanish Required

A private family in Colorado is seeking an exceptionally organized, proactive and hands-on House Manager to oversee the day-to-day operational rhythm of a busy family home.

This is a dynamic role combining complex scheduling, household operations, family assistance, recordkeeping, preventative maintenance coordination and team support. The ideal candidate anticipates needs, creates reliable systems, delegates appropriately and follows through until the job is complete.

Exceptional scheduling and executive-function skills are essential. The House Manager will coordinate the many interconnected people, calendars, appointments and recurring responsibilities required to keep the household running seamlessly.

This is not a desk-only position. The right person is equally comfortable managing a complicated schedule, creating an organized household system, coordinating staff and vendors, and rolling up their sleeves when practical help is needed.

Key Responsibilities

- Own the master household calendar, including staff scheduling, PTO and coverage, family appointments, children's activities and transportation logistics, vendors, maintenance and other household commitments.
- Anticipate scheduling conflicts and coverage gaps, appropriately allocate people's time, confirm logistics and communicate changes proactively.
- Coordinate the daily operational needs of the household and ensure open items are followed through to completion.
- Maintain organized household records, calendars, digital files and binders so important information, deadlines and recurring responsibilities do not live solely in someone's memory.
- Create and maintain a comprehensive preventative and seasonal household maintenance calendar, including filter replacements, routine servicing, inspections, pest prevention, pool/outdoor preparation and other recurring needs.
- Maintain vehicle records and recurring deadlines, including service history, maintenance, registrations/tags and related documentation.
- Track passport, identification and other important renewal dates and initiate reminders and renewal processes well in advance.
- Maintain inventory and replenishment systems for recurring household needs, including pet food and supplies, household consumables and seasonal items.
- Coordinate vendors, repairs and service providers from scheduling through completion, including receiving vendors and confirming work was completed appropriately.

- Maintain records and renewal calendars for relevant staff credentials and safety training, including CPR/First Aid and other household-required certifications.
- Coordinate and document recurring driving safety checks and appropriate car-seat training for childcare employees who transport children.
- Manage household mail, packages, deliveries, returns, errands and purchases as appropriate.
- Provide practical, hands-on family and household assistance as needs arise.

These examples illustrate the nature of the position but are not an exhaustive list of responsibilities. Private household needs evolve, and the successful candidate will be comfortable adapting and helping wherever reasonably needed to keep the home functioning smoothly.

Delegation & Team Coordination

The House Manager will work within an established household team and will have Family Assistants and other team members available to help execute appropriate tasks.

Strong judgment around delegation is important. The House Manager should know what requires their direct attention, what can appropriately be delegated, what requires a vendor or specialist, and what should be escalated.

When delegating, they remain responsible for communicating expectations clearly and ensuring the task is completed.

Ownership does not mean doing everything personally—it means making sure everything gets done.

They should be collaborative and capable of maintaining accountability without micromanaging, unnecessarily creating hierarchy or treating colleagues as though every task should be passed down to someone else.

Ideal Candidate

- Exceptionally organized and detail-oriented, with a natural inclination toward calendars, systems, records and procedures.
- Proactive and anticipatory, noticing what will be needed before being asked.
- Dependable, with excellent follow-through and personal accountability.
- Calm and adaptable when schedules or priorities change.
- Service-oriented and hands-on, with no hesitation to step in when practical help is needed.
- An effective delegator, capable of prioritizing workloads and using available team resources appropriately.
- A strong communicator who works collaboratively and respectfully with an established household team.
- Technologically resourceful and comfortable finding better ways to organize information and workflows.

Experience & Technology

There is no single required career path for this position.

Relevant backgrounds may include House Management, Family Assistance, Personal/Executive Assistance, Nanny/Family Assistance, private service, luxury hospitality, fine dining/private clubs, high-end guest services, or other high-touch service environments.

Previous private-household experience is strongly preferred, but the family is open to exceptional candidates with highly transferable experience and the potential to grow in the role.

Candidates must demonstrate significant experience with complex scheduling, organization and administrative coordination.

Strong proficiency with Google Calendar/Google Workspace, Microsoft Word, PDFs, DocuSign, Apple iPhone/iOS and Mac computers, ChatGPT/AI tools, and modern scheduling and administrative software is expected.

Professional conversational fluency in English and Spanish is a firm requirement.

Candidates must also be genuinely comfortable working in a home with children, dogs and cats. Discretion, confidentiality and excellent judgment are essential.

Schedule, Location & Compensation

This is a full-time, salaried position with a primarily Monday–Friday schedule. Reasonable flexibility is occasionally required based on household needs, including an earlier start, later finish, weekend support or response to an urgent household matter when necessary.

Colorado-based candidates are strongly preferred.

Compensation: \$100,000–\$120,000 DOE

Benefits include medical, dental and vision coverage, PTO, paid sick time and a 401(k).

The family is seeking a long-term House Manager who takes genuine pride in creating order behind the scenes and who can turn the many moving pieces of a busy household into reliable systems, clear accountability and seamless daily execution.