

## **General Manager – Decatur Northwest Homeowners’ Association**

**Location:** Decatur Island, Washington

**Employment Type:** Full-Time (On-site)

**Reports To:** DNW Board of Directors

**Salary Range: \$100,000 - \$150,000 Based on Experience**

### **Benefits:**

- **Health Insurance**
- **Paid Time Off and sick leave**

Decatur Northwest Homeowners’ Association (DNW) is seeking an experienced, hands-on, community-focused **General Manager** to oversee financial and facility operations, infrastructure, staff, and essential services for our unique island community. This role is responsible for the long-term stewardship, safety, and functionality of DNW’s roads, utilities, docks, buildings, vehicles, and community assets, as well as the leadership of a small team of employees and contractors.

This position offers the opportunity to work in a beautiful island environment while making a significant impact on the daily life and long-term vitality of our community.

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### **Key Responsibilities:**

#### **Leadership, Management & Community Interface**

- Lead DNW operations and staff, reporting directly to the Board of Directors.
- Attend Board meetings and work with the Finance Committee to provide monthly operational and financial updates.
- Provide leadership to committees upon request of the Board.
- Coordinate and host the Annual Homeowners’ Meeting and present the “State of the Property” report to the homeowners.
- Supervise selection and work of outside contractors needed to respond to infrastructure or utility repairs or emergencies.
- Identify and lead new initiatives in areas where there are opportunities for efficiencies and/or cost-savings.
- Other duties as assigned

#### **Financial & Capital Planning**

- Prepare and manage the annual operating budget.

- Maintain the 30-year capital improvement/replacement plan and oversee capital reserve spending.
- Review and approve contracts, purchases, and vendor invoices.
- Oversee bookkeeping, payroll, and homeowner billing processes.

## **Infrastructure Oversight**

**Water System (A-Class):** Monitoring, maintenance, leak detection, testing, reporting, and state compliance.

**Sewer System:** Inspections, repairs, reporting, and coordination with county and contractors.

**Fire Suppression:** Inspection and maintenance of standpipes, emergency equipment, and burn ban communication. Coordination with island-wide Emergency Brigade and ensure readiness of fire and foam trucks.

**Roads & Drainage:** Year-round road safety, drainage system management, maintenance and long-term road planning.

**Lake & Waterfront:** Maintenance of lake systems, docks, mooring buoys, community boats, and state leases.

**Facilities & Equipment:** Maintenance of DNW buildings, vehicles, tools, emergency supplies, and the Anacortes parking lot.

## **General Operations**

- Coordinate contract work and oversee all maintenance and repair activities on DNW property.
- Manage fuel inventory, waste and recycling services, and property security.

## **Homeowner Services**

- Perform or coordinate repair, maintenance, and service requests including appliance handling, golf cart repair, trailer repair, water/sewer emergencies, and coordination of specialized contractors.
- Track and report homeowner service hours and materials for billing.

## **Marine Operations – Sylvan Spirit**

- Ensure U.S. Coast Guard compliance, vessel readiness and supervise day-to-day operations.
- Manage long-term maintenance planning and repairs.
- Negotiate transportation alternatives as needed.

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## **Key Qualifications**

- Strong communication (both verbal and written) skills.
- Ability to get along with all types of people.
- Experience managing operations and facilities, utilities, construction projects or similar activities.

- Experience supervising employees, contractors, and teams.
- Demonstrated ability to manage budgets, capital projects, and complex operations.
- Customer service mindset.
- Ability to assess complex problems and devise creative solutions.
- Hands-on approach and ability to work independently.
- Familiarity and comfort working with Microsoft and Google office software products.
- Comfortable working outdoors, in mechanical environments, and around marine and utility systems.
- Comfortable operating heavy machinery.
- High School Diploma or equivalent required; technical certifications beneficial.

### **Bonus Qualifications**

- Reside in the San Juan Islands or Anacortes.
- Advanced mechanical skills
- Skipper's license
- College Degree

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### **Work Environment & Physical Requirements**

- Full-time (40 hours/week), both indoors and outdoors.
- Must be generally available by phone or on-site for emergencies.
- Some vacation restrictions may apply during peak summer months.
- Must be able to move heavy objects (up to 50 lbs.)

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### **How to Apply**

Interested applicants should submit a résumé and cover letter explaining their qualifications and interest in the role to: [apply@decaturnw.org](mailto:apply@decaturnw.org)