



Park Plazas Community Services Association

A Covenant-Enhanced Community

Community Association Manager

Santa Fe, New Mexico

Employment Status: Full-Time Regular Employee (at-will exempt employee)

Reports to: Park Plazas Community Services Association President/Board of Directors

Employee Status: Exempt Employee

A unique opportunity exists for an accomplished professional to lead the Community Association of one of Santa Fe's most respected and sought-after residential communities. Located in the heart of the city, Park Plazas Community Services Association (PPCSA) is a covenant-protected community of 442 homes situated on 150 acres, including 75 acres of open space and landscaped common areas. For 50 years, the community has balanced natural beauty, thoughtful infrastructure, and engaged governance.

PPCSA is seeking a full-time Community Association Manager (Manager) who will provide steady leadership, long term stewardship, and operational excellence while working collaboratively with an engaged Board of Directors, dedicated contractors, and an established community of residents.

Position Overview

The Community Association Manager works closely with the Board of Directors to preserve, protect, and enhance this 50-year-old neighborhood. Serving as the operational and administrative leader of PPCSA, the Manager translates Board policy into effective action and ensures consistent, professional execution of community priorities.

The successful candidate will maintain a positive and visible presence throughout the community while demonstrating sound judgment, organizational strength, and the ability to make and uphold difficult decisions with clarity and professionalism.

The Manager is responsible for overseeing the business affairs of PPCSA to maintain property values, foster positive resident relations, and enhance overall quality of life. The Manager plans and directs the maintenance of PPCSA owned infrastructure, including:

- Lighting systems
- Water and sewer lines
- Walking and hiking trails
- Mailboxes
- Tennis, basketball, playground, and dog park
- RV vehicle lot
- Common area landscaping and irrigation
- Signage and related assets.

The Manager supervises all employed and contracted personnel and reports directly to the PPCSA Board President and, collectively, to the Board of Directors.

Core Responsibilities

The position encompasses a broad range of duties, including:

- Resource management and oversight
- Covenant and policy enforcement
- Vendor and contract management
- Financial planning and budget administration
- Resident communications
- Administrative operations
- Other duties as required.

This is a full-time (40 hours per week) at-will employee position, typically Monday through Friday. The Manager must respond to PPCSA related emergencies involving infrastructure, equipment, grounds, or other assets where immediate action is necessary to prevent harm to people or property. Evening and weekend availability is required as circumstances demand.

Candidate Qualifications

The ideal candidate will demonstrate the following:

- Minimum of five years leadership experience in association management, property management, project management, facilities management, landscape management, or a related field
- Valid New Mexico driver's license
- Recent references
- Physical ability to conduct inspections throughout the community
- Attention to detail and organizational skills
- Effective response to face-to-face conflict through active listening and management of emotions
- Effective problem-solving and time management abilities
- Excellent interpersonal, verbal, and written communication skills
- Proficiency in Microsoft Office and relevant property management software. Experience working with AppFolio a plus
- Demonstrated budgeting and financial management expertise
- Understanding of risks associated with aging infrastructure, including potential failures in water and sewer systems, irrigation, lighting, asphalt, and related systems.

Desired Qualifications

- Bachelor's degree preferred (Business Administration, Public Administration, Facilities Management, or related discipline)
- CMCA, AMS and PCAM certificate holders
- Residency within the Santa Fe metropolitan area
- Working knowledge of landscape practices suited to the Santa Fe climate, particularly in drought conditions.

Employment Eligibility, Salary, and Benefits

In compliance with federal law, all employees must verify identity and eligibility to work in the United States upon hire.

Salary range: \$65,000 - \$95,000

Salary is commensurate with experience and qualifications.

PPCSA offers a benefits package that includes paid holidays, vacation, and sick leave.

Send letter of interest with a resume to OfficeManager@parkplazas.org. Qualifications/resume must clearly align with the stated requirements.

Applications must be received by April 30, 2026.

Candidate review and selection will occur through May 2026.

Interviews will take place during May/June 2026.

The anticipated start date is July 1, 2026.