

GENERAL MANAGER

Tolomato Community Development District

Ponte Vedra, Florida

General Manager of the Nocatee Community:

Nocatee, a Master Planned Community in Northeast Florida with over 30,000 residents, is seeking a General Manager with experience in country club, resort, or hospitality management to lead our team of professionals.

Named the Best Place to Live in Florida, Nocatee offers unparalleled amenities, including resort-style water parks, swimming facilities, food service operations, and hundreds of events and activities annually. The well-maintained community of approximately 25 square miles has dedicated 65% of the land to greenway and preserves that will always remain in its natural state.

As part of planning for the succession of Nocatee's Community Manager, we are seeking an individual that can assume the leadership role within the next 18-24 months. The successful candidate must have developed leadership skills, an eye for detail and the ability to work closely with residents and stakeholders. Nocatee strives to meet high standards of appearance and advancement of the community in a dynamic and changing environment.

Position Overview:

The successful candidate will begin as the Assistant General Manager and will:

- Report to the Community Manager throughout the succession transition process.

- Be an active part of the Executive Management team with direct responsibility for several operating and support departments.
- Continually acquire greater knowledge of the community and the organization while progressing with assigned responsibilities.
- Acquire a working knowledge of the history and expectations of the community as well as the operational objectives and authority of a Community Development District.
- Interact successfully with the residents, employees, and external stakeholders on a daily basis.
- Upon successful completion of the succession transition, assume full General Manager responsibilities.

Upon completion of the succession transition, the General Manager will:

- Report directly to the Board of Supervisors of the Tolomato Community Development District (CDD).
- Lead all operations and day to day activities of the CDD
- Be directly responsible for all financial operating oversight and results.
- Manage the overall resident experience, while providing hands on executive management of operations.
- Develop new concepts to improve the resident experience.
- Work closely with the Operations Manager, Facilities Manager, and Property Manager to plan and execute strategies in a dynamic environment.
- Plan, direct and control multiple services (i.e., amenities, waterparks, food service, events, facilities, and grounds) to meet operating and financial goals, and resident needs.
- Interact successfully with the residents, employees, and external stakeholders on a daily basis.

- Be very accessible to staff, residents, and the Board of Supervisors.
- Be a strong leader that will establish policy and solve issues with urgency.

Candidate Qualifications:

The successful candidate will:

- Have earned a bachelor's degree in a related field.
- Have a minimum of five years of experience in country club, resort, or hospitality management in a leadership position preferably as a General Manager or Assistant General Manager.
- Be an exceptional communicator and problem solver.
- Have an eye for detail and high expectations.
- Be a leader and innovator.

Please send resume and cover letter to
GeneralManager@Nocatee.com.