

CANDIDATE PROFILE

General Manager
Admiralty Point Condominium Association
Naples, Florida



[Watch a short video here.](#)

Organization

Admiralty Point is a premier condominium association located at the southern end of Gulf Shore Blvd North in The Moorings neighborhood of Naples, Florida. Nestled on a ten-acre peninsula, this luxury gated community features 144 units surrounded by water on three sides—fronting the Gulf of Mexico, Doctors Pass and Moorings Bay. Its uniquely designed West Building, completed in 1976, is a distinctive nine-story beachfront condominium featuring 99 units with unique architectural elements, such as private rooftop gardens. With 45 units, the East Building was completed in 1981 and offers picturesque views and individual garages.

Admiralty Point is a family-friendly, beachfront and bayfront community in Naples, dedicated to preserving and enhancing its beauty, functionality and value. With an unparalleled location, exceptional amenities, thoughtful design and expansive grounds, it stands as one of Southwest Florida's most distinctive and desirable properties.

Residents enjoy exceptional amenities, including two clubhouses, east and west pools with hot tubs, outdoor cooking areas, a well-appointed fitness center, two Har-Tru tennis courts, bocce and shuffleboard courts and 25 boat slips with a kayak launch.

Committed to providing an outstanding gated living experience, Admiralty Point upholds the highest standards of property management while fostering a culture of professionalism, teamwork and exceptional service. Integrity, responsiveness and care define the community's approach to supporting owners and their families and guests.

Through diligent and appropriate board oversight with proactive professional management, Admiralty Point is committed to be a premier condominium association in Naples.



Position Summary

Admiralty Point is seeking an experienced **General Manager (GM)** to lead the team, oversee operations and enhance the resident experience. This high-impact role requires a dynamic leader with a passion for property management, exceptional service and community engagement.

The GM is responsible for all aspects of condominium operations, including owner services, communications, financial and facilities management, human resources, security, landscaping and Board initiatives. They must cultivate a high-performing team, ensure seamless operations and uphold the highest service standards.

Reporting to the Board President, the GM must communicate proactively on all significant matters impacting the community and owners, budget, staff or operations. This role demands strong leadership, accountability and strategic execution in alignment with the Board's objectives, governing documents and owners' requirements.

Responsibilities

- Establish and maintain positive and professional relationships with residents, guests, vendors, members of the Board of Directors and the community.
- Provide an excellent owner's customer service experience responding consistently, appropriately and promptly to all owners on individual communications.
- Demonstrate and apply a broad knowledge of concepts, practices and procedures for managing a diverse workforce and how it supports related operations.
- Illustrate the ability to lead, team build, develop staff and provide growth opportunities through performance management and succession planning.
- Ensure the highest level of customer service from all employees to current residents and prospective owners to maintain a positive image and enhance the community's reputation.
- Manage the financial condition of Admiralty Point in a business-like manner, demonstrating an innate analytical ability to grasp numbers and understand their impact.
- Be a strong steward of the finances with capital planning and operational decisions.
- Manage all vendor expenses including negotiating contracts, coordinating services for the property, and ensuring vendors complete their work in a timely and high-quality manner.

- Attend all Board and Committee meetings, offering management and advice on the property and administration of the community.
- Assist in developing appropriate committees and provide the necessary administrative tools to the Board to enable them to make decisions in accordance with the community's directives.
- Assist the Board's decision-making process by providing information, research and analysis.
- Implement the Board's decisions and administer the services, programs and operations of the community within the policies and guidelines set by the Board.
- Maintain and ensure a safe environment including standards for maintenance, vendor safety, upkeep of the facility's equipment, housekeeping, sanitation and employee dress.
- Review level of IT and communication systems and upgrade as needed on a regular basis.
- Notify the Board President of all unusual events, circumstances, safety or quality issues.
- Develop a communications strategy that is clear, transparent and timely internally and with Board, committees and community members.
- Review quarterly and yearly with the Board, key performance metrics on owner satisfaction and customer service, maintenance, quality, responsiveness, etc.
- Survey ownership once a year on aforementioned topics/items.
- Consistently updating owners and the community on important and interesting happenings related to the property, AP activities and GSBN news.
- Serve with a high degree of visibility throughout the community, both on and off the job, to ensure community services are effectively communicated and efficiently delivered.
- Represent the Association at GSAC and City of Naples meetings as required.
- Have a thorough working knowledge of the composition of association documents, understanding of governing statutes and Board meeting procedures.
- Maintain official association records as outlined in Florida Statutes or directed by the Board.
- Ensure the Association is operated in compliance with applicable local, state and federal laws.

Requirements

- Minimum five years as a General Manager, Property Manager or comparable role in a community development, hotel, resort or high-rise condominium.
- BA/BS degree in hospitality management or a related discipline preferred.
- Community Association Management (CAM) Certification required.
- Certified Manager of Community Associations or Professional Community Association Manager a plus.
- Astute understanding of and experience with POA/HOA/Resort financials.
- Proven strategic planning skills, with capability and capacity to implement.
- Digital savvy, proficient with major software applications, AI and condominium websites.
- Proven track record of implementing continuous improvement and enhancements in career.
- Extensive managerial experience in homeowners/resort settings.
- Expertise in organizational development, purchasing and service delivery.
- Experience in financial and process analysis, with a focus on continuous cost improvement.
- Strong leadership ability, motivational skills and enthusiasm with a can-do attitude to ensure a productive effective work environment.
- Ability and understanding to managing sensitive information with confidentiality.
- Track record of strong work ethic and integrity.
- Strong understanding of applicable local, state and federal laws and regulations.
- High-energy, effective and visible leader, exhibiting maturity and a positive image.
- Must have superior written and verbal communication and interpersonal skills.

- Demonstrated experience working with elected Board of Directors and individual owners.
- Ability to attract, train, mentor and retain a talented and cohesive staff.
- Impeccable and verifiable references.
- Subject to a thorough background check and must have an excellent credit record.

Competitive Compensation & Benefits

Admiralty Point will offer an attractive and competitive compensation and benefits package to include:

- Base salary and performance bonus
- Support for continuing education
- Individual and family health insurance
- Relocation assistance

Professionals who meet or exceed the established criteria are encouraged to create a focused cover letter, addressed to GSI Executive Search: Scott McNett and Ned Welc, CCM, CCE.



Scott McNett
Managing Principal



scott@gsiexecutivesearch.com



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Ned Welc, CCM, CCE
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