



Cohere Partners, Inc.

JOB DESCRIPTION: 4/23/2024

Title: Executive Director	FLSA Status: Exempt
Reports to: Regional Vice-President, West Region	Location: Verrado, Buckeye, AZ

Summary

Cohere Executive Directors will oversee all aspects of Community Life management in their assigned communities including creating and promoting community vision throughout the development Life Cycle; developing team and organizational systems; and establishing resource frameworks for all community disciplines including community affairs, engagement, and operations. The Executive Director (ED) will embrace and demonstrate the core values of Trust, Reciprocity, Spirit, and Legacy while striving to exceed team and partner expectations. The ED will set the tone for professionalism and model exceptional customer service that demonstrates our commitment to co-creation and resident involvement.

As the aspirational and relational leader for the communities under their direction, the ED is responsible for crystallizing the vision of the community and fulfilling the community’s brand promise. The ED’s most important role is that of servant leader. In addition to being a champion for the community, the ED must be an articulate spokesperson, a gifted organizer, a trusted partner, and the community’s biggest advocate.

The ED is responsible for developing and executing a collaborative and multi-faceted strategic plan with focused initiatives for engagement, communications, and operations. The strategic plan will include situational analysis, objectives, key strategies, action plans, performance metrics and regularly reviewing and updating in partnership with community stakeholders.

The ED creates unique opportunities that foster a rich expression of community life -- bringing residents, neighbors, employers, and inspired visitors together to create authentic, collective experiences that enhance quality of life and provide the cornerstones for sustainable legacy communities.

The ED will cultivate, coach, and lead a team of dynamic community builders who are equally passionate about achieving Cohere’s vision of connected, inspired living. Collaborating with this talented team, the ED will have ultimate responsibility for the daily operations of governing entities, staff, amenities, programs, and associated budgets.

Scope

- Oversee and lead on-site Verrado Community Life team members who carry out all aspects of community operations, governance, engagement programs, and communications.

- Work collaboratively with Developer partners and board(s) of directors; ensure fulfillment of Cohere's contractual obligations and scopes of work; provide professional guidance on matters specific to Cohere's community management approach.
- Manage relationship(s) with the board(s) of directors; ensure needs are met and specific directives are conducted in keeping with community governance; provide formal and informal reports to board members and, in general, maintain open communication on all matters of importance.
- Develop an annual budget and operating plan reflective of approved strategic goals; manage and measure performance against stated imperatives.
- Serve as the central point of contact for community information, as well as a resource for problem-solving on behalf of our community's stakeholders.
- Cultivate and advance positive, mutually beneficial partnerships between the community(s) and the community(s) at large, including local governmental entities, school districts, social and civic groups, arts and cultural entities, charitable organizations, and other stakeholder entities important to the area(s).
- Leverage talents, assets, energy, and resources of internal and external stakeholder groups to create unique benefits and opportunities for residents.
- Develop and implement innovative community-building initiatives designed to help community(s) become strong, active, and caring.
- Encourage a spirit of volunteerism and community service; cultivate deep and sustained involvement by stakeholders in shaping the future of the community.
- Work collaboratively with Developer partners and marketing teams; serve as a liaison and participant in community design and development to ensure Community Life's unique perspective is represented.
- Oversee governance structure based on inclusiveness, mutual respect, consensus-building, and responsiveness to changing needs and opportunities.
- Strive to sustain a level of community maintenance that is best-in-class.
- Promote importance of and compliance with Community Standards; cultivate resident stewards; implement educational campaigns aimed at cultivating resident buy-in and building grassroots support for the compliance process.
- Work collaboratively with Cohere teams and colleagues to mine best practices and ensure efficient, effective delivery of programming.
- As a member of the Cohere Senior Leadership Team, actively contribute to the success of Cohere.
- Participate in Cohere's Councils of Excellence and engage in ongoing personal and professional development aimed at expanding capabilities, knowledge, and passion for the work.
- Seek out service and leadership opportunities amongst non-profits, philanthropic agencies and/or other relevant entities where your contributions are needed and valued; model the way.

Attributes

- Vision: aspirational and inspirational thinker with ability to see and capitalize on possibilities.
- Purposeful; establishes and conveys a sense of purpose that is in alignment with values.
- Adaptable; ability to adjust priorities; thrives in an ever-changing environment.
- Passion for people; ability to engage in authentic, meaningful ways.

- Leads by example; models the way; coaches and develops team.
- Motivating, inspiring; brings out the best in team members, volunteers, and stakeholders.
- Empathetic: demonstrates genuine care for the welfare of others.
- Diplomatic: seeks to understand all sides of complex issues.
- Collaborative; predisposed to partnership and teamwork.
- Expeditious; implements decisions and follows through.
- Personable, tactful, and diplomatic.
- Engaging: excellent communicator, presenter, and speaker.

Knowledge | Experience

- A minimum of 10 years of experience in community-based organizations, non-profit management, community operation, governance and/or community building programs preferred.
- A minimum of 5 years' experience in a senior management role in a large-scale master planned community preferred.
- Preferred qualifications include CAI CMCA or PCAM designation and a college degree.
- Real Estate and/or community development experience beneficial
- Experience working with municipal government and/or public agencies beneficial.
- Background in marketing, communications and/or public relations beneficial
- Experience working with volunteers (clubs, committees, neighborhood groups, etc.)
- Comfortable speaking in front of small and large groups
- Operational, governance and financial acumen and experience preparing and monitoring budgets.
- Excellent verbal, written and personal communications skills.
- Ability to create and implement strategic management/leadership plans.
- Excellent troubleshooting skills

Work Environment and Physical Demands

- The Executive Director should expect to work a flexible schedule, including evenings, weekends, and some holidays.
- Ability to provide one's own transportation; must have a current drivers' license and an acceptable driving record.
- May be required to frequently lift and/or move up to thirty (30) pounds and be on feet for extended periods.

Operating Principles

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.
- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer service.

- Reflect a work style based on inclusiveness, mutual respect, consensus-building, and responsiveness to changing needs and opportunities.
- Embrace the vision, goals, and aspirations of Cohere.

Job Type: Full-time

Pay: \$150,000 - \$200,000 per year; year-end bonus eligibility up to 10% of gross annual salary

Benefits:

- 401(k)
- Dental Insurance
- Health Insurance
- Vision Insurance
- Paid Time Off

About Verrado:

Verrado is a large-scale master-planned community located in Buckeye, Arizona, in the foothills of the White Tank Mountains 25 miles west of downtown Phoenix. Developed by Scottsdale-based developer DMB Associates, Inc., the community spans 8,800 acres and could include up to 14,080 homes and 4 million square feet of office, light industrial and retail space.

Verrado's name is derived from the Spanish word "verdad," which means truth and authenticity. Inspired by a vision of the future and timeless principles of town building, Verrado promises a remarkable way of life in the welcoming spirit of a great American small town. With all homes designed to reflect the authentic architecture of the Southwest, including Buckeye and Phoenix, the added small-town charm unique to Verrado means the community lives up to its name.

Construction of the community began in the summer of 2002 and the first residents moved into the community in the summer of 2004.

The Verrado community is a place where possibilities abound to live life to the fullest. The streets themselves are amenities leading to neighborhood-specific items of interest, such as parks, hiking trails, and two championship golf courses. Unlike houses in Phoenix and other larger cities, most homes in Verrado are about two blocks from a neighborhood park. The Center on Main, Heritage Swim Park and community parks provide gathering places for activities, such as swim meets, Halloween festivities, and school-related sporting events. In addition to parks, there are a multitude of recreational opportunities, including 21+ miles of paths and trails running throughout the community and alongside Verrado's washes and mountain foothills.

Verrado is governed by three distinct, yet complementary non-profit entities responsible for maintaining the vision and integrity of the community: Verrado Assembly, Inc., Verrado Community Association, Inc. and Victory District Association, Inc.

To learn more: www.verrado.com

Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.