

General Manager, PAMA

About The Organization:

Founded in 1970, PAMA (Professional Association of Managing Agents) is a nonprofit organization that focuses on education in the BC property management industry. The organization promotes high professional, ethical, and educational standards within residential / strata property management, and provides an open forum for members to interact and promote the advancement of the industry, in particular when dealing with legislative and government bodies.

About The Position:

PAMA's mission is to create a vibrant nonprofit that enhances the educational and social environment of the property management community. We're seeking a highly skilled General Manager to help us meet our member's expectations. Reporting to the Board of Directors, the General Manager will oversee the strategic and operational directives of our educational programs, social events, and manage internal staff members. Experience in driving business growth, maintaining and expanding professional relationships, and managing staff are essential. Established relationships in the property management industry are a plus. The General Manager should be highly effective in a leadership role that requires professional public speaking, clear communication, and accountability as the voice and face of the organization.

Responsibilities include but are not limited to:

- Collaborate with the PAMA board on annual operating budgets and PAMA initiatives during the fiscal year
- Form positive working relationships with board members, stakeholders, Associates and Property Managers
- Liaise with third parties such as BCFSA and other stakeholders
- Develop relationships with Associates (trade business partners) and Property Managers
- Speak and present in front of large audiences including the PAMA board and its members
- Work with the board on new projects and strategic initiatives in relation to retention of property managers, and attraction of new professionals to the industry
- Work with the board to drive revenue and to develop alternate revenue sources

Job Requirements:

- 3+ Years experience in a similar leadership role
- Experience developing and managing operating budgets
- Professional public speaking experience required
- Property Management industry experience an asset (rental or strata)
- Strong organizational and communication skills
- Ability to effectively work and lead in a day-to-day remote environment (subject to change)
- Leadership of internal staff (1.0 FTE Administrator, 0.5 PTE Events and Membership Coordinator), and external stakeholders

- Self-starter; entrepreneurial spirit with a desire to grow the PAMA organization, expand its role as a leader in education of the BC Rental and Strata Management Industry, and network with other industry stakeholders
- Experience with Microsoft Office
- Ability to perform administration duties, as needed

Hours:	Full-time Mandatory attendance at evening and weekend events occasionally required
Location:	Vancouver or Lower Mainland preferred due to event locations
Work environment:	Currently remote / virtual, subject to change Laptop provided
Salary:	\$75,000 - \$85,000
Reporting To:	PAMA Board of Directors
People Management:	Management of two staff members (1.0 FTE, 0.5 PTE)
Apply to:	Send resume and cover letter, or similar expression of interest, to careers@PAMA.ca
Application Deadline:	April 19, 2024