

PRESIDENT/CEO PROFILE: BLACK BUTTE RANCH BLACK BUTTE RANCH, OR

For more than 40 years, Black Butte Ranch has drawn families and visitors to the sunny side of the Cascade Mountains for an unmatched permanent residential and vacation experience. Beautiful vacation condominiums and homes, award winning dining with unforgettable views and endless recreation await. Throughout the 1800 acres are a wealth of activities to enjoy-- two of the best championship golf courses in Central Oregon to start, plus swimming, tennis, horseback riding, fly fishing, relaxing spa treatments, 18 miles of biking and hiking trails, canoeing, kayaking, stand up paddle boarding, cross country skiing, snowshoeing and more.

With no less than seven of the Cascade's high mountain peaks, giant stands of Ponderosa Pines, gentle groves of Aspens and abundant wildlife, Black Butte Ranch's setting is pristine. The unhurried and relaxed lifestyle creates the perfect environment for families to reconnect and unwind. It's a place where one can set their own pace, explore a world of recreation and enjoy an authentic Oregon experience.

History

The location of the current residential resort is on property that was an operating cattle and horse ranch beginning as early as the 1880s. In the mid 1930's, Stewart S. Lowery, a wealthy, San Franciscan, bought the property, naming it Black Butte Ranch. In 1940 Carl Campbell became resident manager. The Campbell family made the Ranch their home until Lowery sold it in 1957 to Howard Morgan, a former Oregon Public Utility Commissioner. Morgan then sold the property in 1969 and, after some deal making, Brooks Resources acquired full title in January 1970.

Brooks became the developer of the current central Oregon residential resort, setting up a homeowner association at that time. The development philosophy was to create a community of residential and summer homes with limited commercial activity.

Brooks encouraged development in the nearby town of Sisters. Established in the 1830's, Sisters grew up as a lumber town. By the early 1970's, after local lumber mills had closed, the town was in decline. When Brooks Resources began developing the Ranch, they offered merchants in Sisters \$5000 and free architectural help to create a "theme" look to the town. The Sisters planning commission adopted an 1880's theme, which improved the town's attractiveness and returned it to its original roots.

The theme adoption has made Sisters a thriving community creating a unique, quaint town with renowned music and art events as well as excellent gift and souvenir shopping. Sisters has excellent schools and attracts residents of all ages who share an interest in outdoor life, education, arts and sciences and opportunities for community engagement. Please visit the [Sisters Oregon Guide](#) to learn more about the community just 8 miles from Black Butte Ranch.

In 1982, Brooks transferred ownership of the private roadways, bike paths, common areas and recreational facilities to the Homeowner Association. The remaining assets, including golf courses, the Lodge, sports shops and Ranch maintenance and utilities were sold to the Homeowner Association in 1987. The Ranch is owned and managed by a homeowner's association, a unique arrangement for such a large residential resort.

There are 33 miles of private roadways, 18 miles of bike paths, two 18-hole championship golf courses, 17 tennis courts, five swimming pools, three restaurants, a few shops and a general store. The two golf courses, Big Meadow and Glaze Meadow, are considered to be among the top in the Northwest.

The Black Butte Ranch Association (BBRA) is a 501c4 non-profit homeowners association and its wholly owned subsidiary, the Black Butte Ranch Corporation (BBRC), is responsible for managing the affairs of the Association and running the resort operations on the Ranch. The BBRA is governed by a nine-member Board of Directors which is

responsible for hiring and overseeing the performance of the CEO. There are approximately 1250 homes on the Ranch and approximately 10% are occupied full time by their owners. The rest of the community is comprised of vacation homes, many of which are rented for portions of the year by homeowners either independently or through a BBRC service.

The Ranch employs approximately 100 people on a year-round, full time basis and will employ upwards of 250 additional people on a seasonal basis. Consolidated Ranch revenues exceed \$17 million, over a third of which are HOA dues, and the Ranch anticipates investing over \$2.5 million annually in capital expenditures.

Black Butte Ranch Mission Statement

BBRA, through its Board of Directors, together with BBRC and its employees, are the stewards of Black Butte Ranch and its mission statement. The mission of the Ranch, as set forth in its governing documents, is to maintain and enhance a high quality, family oriented recreation and residential community, preserved in its naturalness with limited commercial activities and necessary regulations to preserve the safety, tranquility, and future value of its owners, their families and guests.

BBRC is proud to manage the Northwest's most beautiful community. Employees ensure the Ranch's legacy by adhering to these principles:

- We are in the business of Hospitality and live our eleven service standards each and every day.
- The corporation and its employees are Aligned around the mission and around each other. A Collaborative team leads to stronger results.
- A place as special as BBR requires a special team of Dedicated and Passionate Employees
- The hallmark of the BBR experience is a Consistently quality product and friendly, reliable service.
- Being Innovative and nimble is required for us to endure as the premier destination in the Northwest.

Please visit the website at: www.blackbutteranch.com

PRESIDENT/CEO POSITION OVERVIEW

The President/CEO, reporting to the Chairman and Board of Directors, has clear "ownership and accountability" for day-to-day operations of Black Butte Ranch (BBR), while also being a catalyst of forward planning and future visioning for the residential/resort community. He/She will manage all aspects of the community, including its activities and the relationships between BBR, its board of directors, residents, guests, employees, community, government and industry.

Specific emphasis on being especially "observant and sensitive" to all that is occurring around BBR is primary to this role, as is having an intuitive style of strong objective judgment and "considered diplomacy." He/She is responsible for ensuring consistently outstanding service execution and delivery in all areas of operation.

To be successful, he/she must have unwavering commitment to excellence, strong work and personal ethics, superior communication skills and the ability to achieve results through others.

PLANNING

- Develop strategic and operational plans and monitor progress and effectiveness
- Create annual operating plans that support strategic direction set by the BBRA Board; correlate with operating budgets; submit plans to the BBRA Board for approval
- Develop future leadership within the Company
- Advise the BBRA Board and lead the Company

MANAGEMENT

- Promote a culture that reflects the BBR Mission Statement, Company's values, encourages excellent performance, and rewards productivity
- Organize the company and maintain a current organizational chart that establishes management responsibilities and chain of command within the Company

- Oversee the recruitment, hiring, management, compensation, development, motivation, promotion, training, and discipline of employees according to authorized personnel policies and procedures that conform to current laws and regulations
- Oversee the operations of the Company and manage its compliance with legal and regulatory requirements, as well as ensure compliance with all BBR rules and regulations
- Ensure that staff and the BBRA Board have accurate and up-to-date information
- Evaluate the Company's performance on a regular basis
- Anticipate and prepare for Company needs and succession planning

FINANCIAL MANAGEMENT

- Manage the Company to create profit, growth and financial stability
- Oversee staff in developing annual budgets that support operating plans and submit budgets for BBRA Board approval
- Prudently manage the Company's resources within budget guidelines according to current laws and regulations
- Ensure that all appropriate accounting procedures comply with Generally Accepted Accounting Principles (GAAP)
- Provide prompt, thorough, and accurate information to keep the BBRA Board appropriately informed of the Company's status and financial position at all times

HR MANAGEMENT

- Ensure that the Company recruits and retains qualified and effective employees
- Maintain good employee relations and morale
- Develop systems to manage, evaluate and improve employee performance, including standards of performance, regular performance reviews, and performance improvement plans
- Develop and document effective policies and standards
- Develop agendas, schedule and prepare for all BBRA Board meetings
- Ensure compliance with all laws and reporting requirements

MARKETING AND PUBLIC RELATIONS

- Manage advertising opportunities and press relations
- Oversee content, production and distribution of all marketing and publicity materials
- Serve as the primary spokesperson and representative for the Company
- Ensure that the Company and its affiliates, business and services are consistently presented in a strong, positive image to relevant stakeholders
- Actively advocate for the Company and the BBRA
- Act as a liaison between the Company, the BBRA and the community

CANDIDATE QUALIFICATIONS

The successful candidate will possess a wide range of necessary leadership personality traits, knowledge, abilities, working norms, and skills necessary to effectively lead the organization.

- Significant progressive experience as General Manager/CEO/President in a hospitality and homeowner environment, with a leadership role relative to management across a diverse array of amenities (i.e. lodging, rentals, golf, tennis, aquatics, fitness, spa, resort, homeowners, maintenance & utilities), as well as food & beverage and significant family programming.
- Understanding of community association management and dealing with Homeowner concerns.
- Vacation Destination Management, Marketing and Rental property experience is highly desired. City/municipal management experience may be relevant.
- Proven leadership qualities and team-building skills that indicate he/she can effectively direct, coordinate and control all facets of a full service, high volume residential/resort community.

- The ideal candidate must possess the ability to work well with the Board providing visionary leadership and sound guidance, along with well-reasoned recommendations.
- Motivator who inspires managers and staff to provide exceptional service to residents and guests and who encourages team-building, employee motivation, and service training. The candidate will also encourage professional development of key employees.
- Highly visible, engaged President/CEO with excellent administrative and organizational skills. The candidate should have demonstrated abilities in providing leadership and guidance to department managers, employees, and the Board.
- Sound overall financial management and administrative skills with particular strengths in the selection and development of subordinates, internal controls, financial controls, general accounting, budgeting, management information, and critical success path planning areas.
- Outstanding communication skills, both in writing and speaking, with the distinct ability to function effectively before a wide variety of groups and forums. Communication with residents, guests and employees and personal visibility are highly important parts of the President/CEO's responsibilities.
- A take-charge person that is approachable, mature, and well-rounded as a manager and leader is highly desired. A problem solver, who can effectively administer the affairs of the Ranch and represent it to its various publics and constituencies.
- Capable of a high degree of initiative and resourcefulness in directing the activities of a large, full service, family-oriented residential/resort community; able to present a consummately professional image to the staff, residents, guests and the general public.
- Strategic planning skills and experience overseeing capital projects is highly desired.
- Embracing of the Oregon outdoor lifestyle and living in a small town environment is important to the long term success and satisfaction of the chosen candidate.

EDUCATION

A Bachelor's degree in Business Administration, Hospitality Management or a related field of study from an accredited university is preferred.

SALARY & BENEFITS

Salary is open and commensurate with qualifications and experience. Black Butte Ranch offers an excellent bonus and benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter (in that order) using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name Resume" &

"Last Name, First Name Cover Letter"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter [visit this page](#).

[Click here](#) to upload your resume and cover letter.

If you have any questions please email Nan Fisher: nan@kkandw.com

Search Executive:

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