



## **Senior Manager, People & Culture**

Community Associations Institute (CAI) is hiring a Senior Manager, People & Culture to join our headquarters team in Northern Virginia.

CAI is proud to be recognized as one of the best places to work, and we are looking for a people-centered leader who is passionate about building a strong workplace culture and supporting a high-performing team.

This role is ideal for an experienced HR generalist who enjoys both strategic leadership and hands-on execution. The Senior Manager will lead key people operations including payroll, recruitment, employee relations, benefits administration, and performance management while helping us continue to build a workplace where talented professionals thrive.

### **What you'll do**

- Lead core People & Culture operations including payroll administration, recruiting, onboarding, employee relations, and benefits
- Champion an engaging, collaborative, and accountable workplace culture across our hybrid workforce
- Partner with leadership to support talent development, performance management, and employee engagement initiatives
- Work with our IT team to develop professional training and workforce upskilling programs that strengthen leadership, management, and technology adoption
- Ensure compliance with federal, state, and multi-state employment regulations
- Modernize HR processes and systems to improve efficiency and the employee experience

### **What we're looking for...**



- 7–10 years of human resources generalist experience
- Strong knowledge of payroll administration, benefits, employee relations, and compliance
- Experience supporting a hybrid and multi-state workforce
- Excellent communication and leadership skills
- HR certification (SHRM or HRCI) preferred

### **Why join CAI**

Community Associations Institute is a global nonprofit organization serving nearly 50,000 members who lead and support condominium associations, homeowners associations, and housing cooperatives worldwide. Our mission is simple but powerful: building better communities.

Our headquarters team works collaboratively, embraces innovation, and is committed to creating a workplace where employees feel supported, valued, and empowered to do their best work.

**Location:** Northern Virginia (hybrid work environment)

**Salary range:** \$110,000 – \$130,000

If you are passionate about people, culture, and building exceptional organizations, we encourage you to apply to [jobs@caionline.org](mailto:jobs@caionline.org)