

# Family Office Estate Manager

**Location:** On-site, Maple Valley, Washington (approximately 25 miles from Seattle and 30 miles from Tacoma)

**Employment Type:** Full-time, Exempt

## Position Overview

A private family office is seeking an experienced Estate Manager to oversee the daily operations of two private residences and manage multiple concurrent projects in support of the Principal and their family. This is a hands-on, on-site role requiring strong judgment, discretion, and the ability to operate effectively in a fast-paced, highly collaborative environment.

The Estate Manager will manage a small on-site team, coordinate closely with an extended group of service providers and contractors, and serve as the primary on-site liaison to the Principal—ensuring household operations, maintenance, and projects are executed with care, efficiency, and professionalism.

## Key Responsibilities

- Manage all aspects of daily operations for two private residences, including house and grounds maintenance, repairs, and ongoing projects
- Source, secure, and oversee contractors and vendors on-site; manage schedules, quality, budgets, and timelines for both remodels and maintenance
- Serve as the primary on-site point of contact for the Principal, addressing questions, needs, and decisions with clarity and sound judgment
- Manage three direct reports and collaborate daily with an extended support team
- Track and manage household budgets and project-related expenses
- Anticipate needs, identify issues early, and resolve problems proactively with minimal escalation
- Identify and understand project and household needs, research options, evaluate trade-offs, and communicate recommendations clearly and concisely
- Build and maintain operational systems and documentation, including:
  - House manuals
  - Maintenance schedules
  - Budgets and expense tracking
  - Household inventory
- Communicate professionally and effectively on sensitive or challenging topics (e.g., contractor delays, lost deliveries, schedule disruptions)
- Maintain absolute discretion, privacy, and confidentiality at all times

## **Qualifications**

- Proven experience managing private residences, estates, or complex household operations
- Exceptional judgment, problem-solving ability, and attention to detail
- Strong communication skills and the ability to navigate difficult conversations with professionalism
- Highly organized with excellent prioritization skills and a strong understanding of project sequencing and urgency
- Proactive, self-directed, and comfortable taking initiative on a daily basis
- Creative, solutions-oriented mindset with a “can-do” approach
- Ability to balance structured decision-making with flexibility as new information or requests arise
- Strong computer skills and comfort creating systems, documentation, and operational structure
- Commitment to discretion, confidentiality, and trust

## **Work Environment**

- Fast-paced, dynamic setting with multiple priorities
- Highly collaborative team environment
- Laptop will be provided
- On-site presence required daily in Maple Valley, WA

## **Benefits & Time Off**

- Target Salary, dependent on experience, \$160,000 - \$190,000
- Annual performance-based bonus up to 10% of base pay
- Medical, dental, and vision insurance
- Simple IRA retirement plan
- Paid time off, including:
  - Two weeks (80 hours) of vacation annually, increasing to three weeks after five years of service
  - Paid sick leave in accordance with Washington State requirements
  - Additional paid personal time off
  - Eight paid holidays per year
  - Bereavement leave
- Cell phone stipend

To Apply:

Email cover letter and resume to [patricia@juniperexecutivesearch.com](mailto:patricia@juniperexecutivesearch.com)

References and background checks will be conducted for finalists