

LEIGHTON T. ALLENBY

ESTATE MANAGER

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Professional Profile:

When I took my first job as an Estate Manager 20 years ago, I knew that this career path was my true calling. I am passionate about creating a seamless and positive living experience for my principals by understanding and implementing their vision across multiple teams and estates. I strive to develop mutually beneficial relationships utilizing my skills and experience to enhance the lives of high net worth principals and their families.

As owner and director of a large mature tree transplanting business, I worked with multiple estate managers on large landscaping and gardening projects. I appreciated their dedication to building discrete and productive teams of individuals to serve the principal's needs. When I was offered an estate management position with an Ultra High Net Worth (UHNW) individual, I jumped on this opportunity for my dream career. My resourceful problem solving, project planning and motivational leadership skills have allowed me to utilize a proactive management approach. To that end, I implement the highest standard in the operations, maintenance, security and entertainment needs of principals. With my strong attention to detail and focused attention, I have successfully managed everything from single property estates to working farms with numerous houses and buildings. I pride myself on remaining calm in fast-paced or high-pressure situations, always seeking a viable solution to any problem.

Ultimately, I would like to achieve happiness through fulfilling my career goals. I want to continue to improve the lives of my principals by anticipating needs and delivering superior service. I enjoy traveling to manage the needs of multiple properties, and I would be happy to relocate for the right individual or family.

Skill Synopsis:

- 10 years of estate management and maintenance
- 25 years of administrative and fiscal management
- Oversight of multiple estates across the country
- Household management up to 60K square feet with multiple buildings
- Staff management of up to 300 employees
- Team leadership and accountability
- Hands-on management style
- Recruiting, interviewing, and training of staff
- Budget preparation and accounting duties
- Vendor negotiations and management
- Managing multiple concurrent projects
- Policy development and operational planning
- Event planning including fundraisers and parties
- Travel and transportation arrangements
- Mechanical, electronic, A/V, and computer systems
- Management and execution of new construction, renovation, and room makeover projects
- Oversight of yachts, private jets, and helicopters
- Arboriculture and landscaping
- Equestrian, farm, and livestock management
- Floral and dining arrangements
- Art and antique collections
- Daily, weekly, and monthly timelines
- Grocery shopping and provisioning
- Security concerns for high-profile guests

Technology: Smart Home Technology, Microsoft Word, Excel, PowerPoint, Outlook, Calendar, online bill pay, email, iPad, Smart Phones and all relevant apps

Professional Experience:

Executive Estate Manger

10/2011 – Present

Confidential Private Family – New York, Massachusetts, and Florida

Oversee four estates across the country including a 400-acre country estate in Rhinebeck, NY (34K sf residence and guest house, a 12K sf farm house, theater, sauna and spa, exercise facility, and staff facility), Wellington, FL (16K sf home), Martha's Vineyard, MA (18K sf beachfront house and an equestrian facility), and a 7-story New York City residence.

- Manage and train 30 staff including property managers, housekeeping, farm, and grounds staff.
- Drive productivity and quality of service through training staff on consistency and enforcing high standards.
- Oversee dressage arenas, 24 champion horses, and traveling equestrian staff for three properties.
- Manage financials including budgets, A/R and A/P, and purchases of new equipment and automobiles.
- Supervise multiple, concurrent construction and renovation projects including kitchens, theaters, gardens, room remodels, and a full renovation of a 12K sf farmhouse in Rhinebeck.
- Coordinate domestic travel arrangements including private jet and commercial travel.
- Maintain and manage vehicle fleet, private jet, and yacht.
- Coordinate entertainment, rentals, vendors, catering and security for special events including large parties 3x/year of up to 400 guests, parties with 50-80 guests 2x/month, and numerous small, intimate gatherings.
- Currently developing an in-house safety-training program for grounds crew to reduce lost productivity and increase safety for all workers.

Executive Estate Manger

Quercus, LLC – Virginia, Florida, Colorado, Utah, Massachusetts, DC, and Hawaii

12/2010 – 10/2011

Managed multiple estates throughout the U.S. including a 4,000-acre working organic farm with 44 buildings and 12 homes in Virginia, two estates in Naples, FL, an 18K sf home in Aspen, CO, a 300-acre working cattle ranch in Utah, three homes and family office in Washington, DC, acreage in Hawaii, three 16K sf homes in Nantucket, MA, and a 32K sf summer estate on Cape Cod, MA.

- Oversaw operations, maintenance, and management of 54 staff across all estates including property managers, house and grounds staff, and 8-10 vendors and subcontractors for each property.
- Managed operations of the Virginia farm including maintenance of 12 homes between 30-60K sf each, 44 additional buildings, and multiple, concurrent renovations.
- Handled finances for all properties including budgeting, A/P and A/R, acquisition and sale of properties, and equipment and automobile purchases.
- Coordinated rentals of the Utah ranch including 12K sf house and multiple barns for hunting packages.
- Renovated and managed the sale of the 36K sf home in Naples, FL.
- Coordinated travel arrangements and special events for principal, family, and guests.

Reason for leaving: Moved back to New York to assist with a family illness.

Estate Manager

06/2009 – 08/2010

Confidential Private Employer – Rhinebeck, NY

Managed a 270-acre working farm and estate including a 22K sf home and a greenhouse with 9 year-round staff and numerous seasonal staff and contractors.

- Managed and maintained all farm operations including grounds, pool, tennis courts, elaborate flower and vegetable gardens with deer fencing, farm animals, art collection, and wine cellar.
- Supervised an extensive home renovation and greenhouse construction project including bids, permits, scheduling, and contractor management with minimal impact to principal and family.
- Negotiated major purchases including new luxury vehicles, farm machinery, and home supplies.
- Scheduled and coordinated all travel arrangements for principal, family, and guests.
- Created and managed budget and approved all bills.
- Coordinated events and parties with up to 200 guests, book signings, and a high-profile guest visit.

Reason for leaving: Not a good fit with principal, was the 7th Estate Manager within 4 years.

Owner and Manager**12/1999 – 06/2009****Allenby Tree Movers – Falmouth, MA**

Built, launched, and managed daily and ongoing operations of a \$2M specialty mature tree transplanting company, managing the successful transport and transplanting of large, mature trees.

- Bought and acquired tree farms and moved trees for residential, commercial, and corporate projects.
- Planned all projects including gathering customer requirements, scheduling, coordination of tree moving, accounting and billing, and customer service.
- Managed main office in Falmouth, MA, and satellite offices in Chesterfield and Hatfield, MA.

Reason for leaving: Sold company to son in order to transition back into Estate Management.

Estate Manager**04/1994 – 09/1999****MacAndrews & Forbes Holdings, Inc.**

Managed five private estates between 20-60K sf with multiple buildings, pools, and tennis courts located in Connecticut, Long Island, NY, New York City, and Beverly Hills, CA.

- Trained, supervised, and managed 65 in-house staff members and multiple vendors across all estates.
- Managed a SMM annual budget for staff and private vendors.
- Coordinated and scheduled all large construction projects including two \$13M renovations.
- Created an in-house training and safety program for tree and grounds staff and effectively reduced annual contracted landscape budget by 47%.
- Managed vehicle fleet of over 25 automobiles, jet planes, and helicopters.
- Planned and executed entertainment, catering, staff, and rentals for events including parties of up to 400 guests bi-weekly, two major political fundraisers, and frequent small parties on short notice.

Reason for leaving: Helped son set up Allenby Tree Movers, later realized I missed Estate Management.

The Davey Tree Expert Company/Allenby Tree Inc.**04/1974 – 04/1994**

Built Allenby Tree, a \$2M tree transporting operation, and sold to Davey Tree Expert Company, a \$1B operation with 74 U.S. offices, in 1989.

District Manager, The Davey Tree Expert Company, Los Angeles County, CA (1989 – 1994)

- Managed office, projects, and 300 arbor care employees for Orange and Los Angeles Counties, bringing a struggling division to #6 out of 74 in the company.
- Coordinated and supervised high-end private, commercial, and municipal tree and landscaping projects with up to \$2M budgets for private estates, farms, wineries, universities, and town centers.
- Developed training and safety programs to increase productivity, safety, and profitability.

Owner and Operator, Allenby Tree, Falmouth, MA (1974 – 1989)

- Built family business from 6 to 55 employees and increased customer base to 2,600.
- Coordinated, scheduled, and managed tree transportation for customer projects.

Reason for leaving: While working on a large relocation project, was asked by an UHNWI to run his estate.

Education and Certifications:

- **Business Coursework**, Cape Cod Community College and University of Massachusetts – Amherst, MA
- **Various Business Seminars**, 30 hours annually
- **Degree in Arboriculture and Park Administrative Management**, Stockbridge School of Agriculture, University of Massachusetts – Amherst, MA
- **Certified Arborist**, ISA and MA
- **Certifications: CPR, Defibrillation, and First Aid**

Personal Information:

- Married, three grown children
- NY Driver's License
- Excellent health, active with mountain biking, hiking, kayaking, and swimming
- Volunteer for community projects including food kitchens and food pantries