



**Dubuque Golf & Country Club
General Manager / COO
June 12, 2017**

About Dubuque Golf & Country Club – “The Experience Matters”

Dubuque Golf & Country Club was established in 1898 and is one of the oldest private country clubs west of the Mississippi River.

For 119 years generations of members have enjoyed dining, golf, aquatics, tennis, camaraderie and family tradition. Dubuque Golf & Country Club delights in encouraging members to discover new interests, create fond memories with families and friends, cultivate well-being and unwind in an atmosphere that is a home away from home.

The club is part of a wonderful community in Dubuque Iowa. Dubuque features a rich history, impressive historical architecture, diverse arts and cultural amenities along with natural beauty which includes magnificent bluffs along the Mississippi River. The Port of Dubuque is home to the Americas River Project, a 90-acre campus of attractions that celebrates the city’s connection to the Mississippi River. Dubuque has received an “All America City” designation and is a “Masterpiece on the Mississippi”.

Memberships: 495

Annual Gross Revenue: \$3,910,000

Annual Food & Beverage Revenue: \$1,100,000

Employees: 48 full-time; 62 part-time which includes seasonal

Golf Facilities

- 18 hole course
- Practice Facilities: Driving range with 3 tiered tees and target greens, sand and short game practice area, chipping and putting green.

Aquatic Center

The Outdoor Aquatic Center built in 2014 is one the club’s key amenities. It features a zero depth entry, a lazy river, lap lanes, a dive well and a children’s splash area. Complementing the aquatic center is an expansive deck with a Bistro dining area.

Tennis Facilities

The tennis facility includes 6 lighted asphalt tennis courts and a Tennis Shop. Each tennis court also has a Pickleball court within it.

Fitness Center

The Fitness Center provides a modern facility with cardio and strength training equipment.

Dining Facilities

- Informal Dining Room that seats 92
- Formal Dining Room that seats 26
- Lounge/Bar that seats 42
- Member's Grill that seats 60
- Outdoor Porch Dining that seats 60
- Banquet Rooms that seat 260
- Bistro Pool Dining that seats 55

Position Description Overview

The General Manager / Chief Operating Officer (“GM/COO”) is a visible, energetic and ethical leader of Dubuque Golf & Country Club (“Club”) and has overall responsibility for the management of all operations of the Club. The GM/COO will demonstrate a management / leadership style that evokes a favorable club culture that engages members as well as staff to carry out their responsibilities to achieve member satisfaction. The GM/COO will have a proven and thorough understanding of all phases of club operation including food & beverage, golf course & golf shop, aquatic center, tennis, other recreational outlets and facility / building mechanicals. The GM/COO must have financial management acumen to carry-out the club’s annual and long-term financial direction plus the ability to develop programs that recruit and retain members. The GM/COO is a key player in strategic guidance and long range planning. The GM/COO reports to the Board of Directors through its President and is responsible for both carrying out the Club’s policies and adhering to the protocols of the Club’s governance documents. The GM/COO is an integral part of the Board of Directors, Board of Trustees and Standing Committees. The GM/COO prepares meeting agendas, implements and monitors programs and initiatives, and provides reports on Club direction, activities and programs.

The GM/COO supervises the Clubhouse Services Manager, Controller, Communications and Marketing Director, Executive Chef, Banquet and Catering Manager, Head Golf Professional, Golf Course Superintendent, Aquatic Center Director, Tennis/Fitness Director and Building/Facilities Superintendent.

The current General Manager is retiring after 16 years of service to Dubuque and Golf Country Club.

Education, Certification and Experience Requirements

- Bachelor's Degree from a four year university or college is highly desirable, preferably in Hospitality Management
- Consistent track record of employment with at least five years as a senior level executive for a private country club
- Certified Club Manager(CCM) designation is preferred

Compensation

The Club offers a competitive total compensation package. This includes a base salary, medical, disability, life insurance coverage, performance bonus, 401 K, education allowance, membership privileges, meals, paid time off and other benefits.

Date Position Available: 11/05/2017

To Apply

Please send resume and other relevant materials via electronic mail to:

Dubuque Golf and Country Club Search Committee

searchcommittee@dubuquegolf.org

Resumes will be accepted up to July 21, 2017

Your inquiries will be held in the strictest confidence.