



Please forward resume and salary request to:
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Established in 1882, the Detroit Club, is searching to fulfill the role of General Manager. The luxury property was recently restored while adding modern amenities including: a spa, fitness center, upscale restaurant, multiple bars, a cigar lounge, convertible meeting space, and 10 luxury hotel rooms. The club is targeting for a re-open by the end of the year 2017.

The ideal applicant for this role will be hands-on, ambitious, passionate about luxury hospitality, and possess a strong food and beverage background. Experience in managing a country club, luxury resort, or trendy social club (such as Ritz Carlton, SoHO House, or full service club) is necessary. This role will involve team management, budgeting, creative planning, guest service management, and establishing a strong community presence.

Experience in opening/re-opening a property is desirable.

Candidates with ties to Detroit are preferred!

I. POSITION General Manager

II. Job Summary:

Serves as chief operating officer of the club: manages all aspects of the club including its activities and the relationships between the club and its Board of Directors, members, guests, employees, community, government and industry. Coordinates and administers the club's policies as defined by its Board of Directors. Develops operating policies and procedures and directs the work of all department managers. Implements and monitors the budget, monitors the quality of the club's products and services, and ensures maximum member and guest satisfaction. Secures and protects the club's assets, including facilities and equipment.

III. Job Tasks (Duties):

1. Implements general policies established by the Board of Directors; directs their administration and execution
2. Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies
3. Coordinates the development of the club's long range and annual (business) plans
4. Develops, maintains and administers a sound organizational plan; initiates improvements as necessary
5. Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs

6. Maintains membership with the Club Managers Association of America and other professional associations. Attends conferences, workshops and meetings to keep abreast of current information and developments in the field
 7. Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required
 8. Coordinates and serves as ex-officio member of appropriate club committees
 9. Welcomes new club members; “meets and greets” all club members as practical during their visits to the club
 10. Provides advice and recommendations to the President and committees about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans and/or budgets
 11. Consistently assures that the club is operated in accordance with all applicable local, state and federal laws
 12. Oversees the care and maintenance of all the club’s physical assets and facilities
 13. Coordinates the marketing and membership relations programs to promote the club’s services and facilities to potential and present members
 14. Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services
 15. Establishes and monitors compliance with purchasing policies and procedures
 16. Reviews and initiates programs to provide members with a variety of popular events
 17. Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary
 18. Works with subordinate department heads to schedule, supervise and direct the work of all club employees
 19. Attends meetings of the club’s Executive Committee and Board of Directors
 20. Participates in outside activities that are judged as appropriate and approved by the Board of Directors to enhance the prestige of the club; broadens the scope of the club’s operation by fulfilling the public obligations of the club as a participating member of the community
- V. Reports to Club President and Board of Directors