

## GROSSE ILE GOLF AND COUNTRY CLUB

### CLUB DIRECTOR OF MEMBERSHIP & MARKETING

Grosse Ile Golf and Country Club is looking for a qualified marketing professional that will be responsible for creating club's monthly newsletter, all event marketing, weekly e-mail communications to members, menu's and variety of club printed materials. Director will also help with membership marketing programs as well as answering phone, taking reservations, fielding all questions on club activities, organizing membership files and help orientate all new members.

#### Summary of duties:

- Operate switch board directing all calls in a polite professional manner
  - Recognize all guests entering building friendly warm "Welcome"
  - Be familiar with all activities in club to answer any and all questions
  - Handle all dining room reservations
  - Work with Chef/JP on printing of all menus for all dining areas
  - Meet with Chef daily to produce all daily specials and food table tents needed for any buffets
  - Produce a monthly newsletter via e-mail and regular mail
    - o Get input in timely manner from all department heads
    - o Review all event marketing items with JP
    - o Keep all calendars updated with activities and hours of operations
  - Market all events throughout club
    - o Posters in lobby, pro shop foire and pool for major events
    - o Bi weekly e-mail blast on current week event and food specials
    - o Market events on bulletin boards in pool house, snack bar and lockerooms
    - o Table tents on all dining tables
      - Rotate all marketing so it is current not outdated
  - Weekly E-Mail Blast
    - o Send two emails out Tuesday and Thursday with reminders of upcoming activities
  - Market Club Membership
    - o Learn all aspects of membership categories and pricing
    - o Work with membership committee on spring and fall marketing programs
    - o Work with JP on member orientation and tours
    - o Follow up phone calls to new members answering any and all questions
    - o Work with entertainment committees to develop events and programs for all ages of members
- Candidate Qualifications: An outgoing individual who loves working with people and members. Minimum two years in related position. Country Club experience preferred. Service, hiring and training and inventory experience a must.

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Date Position Available: Immediate

Other Benefits: We offer a competitive compensation package consisting of salary, health & welfare benefits and two weeks vacation.

All qualified Candidates should send their resume to [john.paul@gigcc.com](mailto:john.paul@gigcc.com).