



POSITION:

General Manager – Janesville Country Club, Janesville Wisconsin

JOB SUMMARY:

Janesville Country Club is recognized as the oldest club in Wisconsin and the sixth oldest in the country. Established in 1894, JCC and its 290 Memberships enjoy a 6400 yard, tree-lined golf course and practice facility, full service swimming pool, indoor and outdoor member dining and banquet areas. Total food and beverage sales for 2017 will be approximately 1.2 million. The Janesville CC has enjoyed a transition in membership over the past 8 years that has brought down the average age of the membership by 12 years. The General Manager will be expected to assist with the marketing and promotion of the club to help continue this amazing trend.

The GM will manage all aspects of the club including its activities and the relationships between the club and its Board of Directors, members, guests, employees, and community. Coordinates and administers the club's policies as defined by its Board of Directors and Bylaws. Develops operation 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.

- Implements general policies established by the Board of Directors; directs their administration and execution
- Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies
- Coordinates the development of the club's long range and annual (business and strategic) plans
- Develops, maintains and administers a sound organizational plan; initiates improvements as necessary
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs
- 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
- 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
- Coordinates and serves as ex-officio member of appropriate club committees
- Welcomes new club members; "meets and greets" all club members as practical during their visits to the club
- 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

- Consistently assures that the club is operated in accordance with all applicable local, state and federal laws
- Oversees the care and maintenance of all the club's physical assets and facilities
- Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members
- Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services
- Establishes and monitors compliance with purchasing policies and procedures
- Reviews and initiates programs to provide members with a variety of popular events
- Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary
- Works with subordinate department heads to schedule, supervise and direct the work of all club employees
- Attends the club's Executive, Finance, Golf, Grounds Committee meetings and Board of Directors monthly meeting
- 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

REPORTS TO:

Board of Directors

SUPERVISES:

Executive Chef, Golf Professional, Marketing Manager, Dining Room Manager, Finance Manager, Event Coordinator, Golf Course Superintendent, and Facilities Manager

EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree from a four year university or college.
- Consistent track record of management with at least five years' experience at a private/resort club
- Certified Club Manager (CCM) or Professional Golfers Association (PGA) designations preferred
- Proven track record of membership sales/recruitment and retention

COMPENSATION:

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

APPLICATION PROCESS:

Please send resume and other relevant materials via email to: jobsearch@janesvillecc.com Resumes will be accepted up to Friday, October 20, 2017

Your inquiries will be held in the strictest confidence