



Blythefield Country Club  
Grand Rapids, Michigan

## **GENERAL MANAGER**

Newly renovated Blythefield Country Club is a growing 18-hole private member owned club located 15 minutes north of downtown Grand Rapids with a 20 percent membership increase over the last 18 months. It was founded in 1928 and designed by William B. Langford and Theodore J Moreau. The club hosts the Meijer LPGA Classic which has received the coveted The Golden Driver – Dave Goff Series Award for the best tournament of the year in 2015 and 2016.

Grand Rapids, located in West Michigan, is the second largest city in Michigan with a population of 1,300,000 and continues to grow geographically toward Blythefield Country Club. West Michigan has one of the lowest unemployment rates in the state and is home to diverse industries and businesses including some of the largest office furniture companies in the country as well as Amway International, Meijer Incorporated and is a major hub for the state's healthcare industry.

The city is well known for its quality of life, philanthropy, reasonable cost of living, sports teams, tourism, entertainment, performing arts and its cultural programs, which include the annual ArtPrize event. Grand Rapids is also the hometown of President Gerald R. Ford, whose Presidential Museum is in the downtown area.



### **VISION STATEMENT:**

To be West Michigan's premier golf and social experience for members of all ages.

### **MISSION STATEMENT:**

To provide a superior golf, social and recreational experience by investing in staff and facilities in an innovative and fiscally responsible manner, while celebrating our rich history.



## GENERAL MANAGER

### JOB SUMMARY

Serve as the chief operating officer of Blythefield Country Club (the “club”). Manage 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. Coordinate and administer the club’s policies as defined by its board of directors. Develop operating policies and procedures and direct the work of all department managers. Implement and monitor the budget, monitor the quality of the club’s products and services and ensure maximum member and guest satisfaction. Secure and protect the club’s assets, including facilities and equipment. Increase club membership. Provide overall management and leadership to the staff in the club’s role as the host of the Meijer LPGA Classic.

**Position reports to:** Club President and Board of Directors **Position**

**Position will manage the following departments:**

- |                               |                     |                           |
|-------------------------------|---------------------|---------------------------|
| ✓ <b>Golf</b>                 | ✓ <b>Banquets</b>   | ✓ <b>Membership Sales</b> |
| ✓ <b>Course Maintenance</b>   | ✓ <b>Tennis</b>     | ✓ <b>Pool</b>             |
| ✓ <b>Finance / Accounting</b> | ✓ <b>Restaurant</b> | ✓ <b>Clubhouse</b>        |

### Keys to Successful Performance:

- Ensure club’s profitability with innovation and creative mindset while being conscious of member requests.
- Membership recruitment and retention
- Develop management by objective plans
- Create an open communication team culture
- Timely and effective communication
- Develop and build on family centric culture

### Knowledge, Skills and Traits

- Bachelor’s Degree in Hospitality or related field and/or Certified Club Manager designation preferred
- Minimum of seven (7) years of leadership and management experience in a private club or similar setting.
- Maintain CMAA membership in good standing
- Proven ability to manage, motivate, develop and train employees in a teamwork environment
- Fundamental knowledge of the game of golf, private club operations and tournament operations
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Self-motivated with desire to promote and market
- Service and customer focused attitude

### HOW TO APPLY

To apply for this position, please submit a resume to Board Member, Jack Skoog at [jskoog@kentwoodpackaging.com](mailto:jskoog@kentwoodpackaging.com). Please include a cover letter, resume, and references for review.