

Job Title:

Ord Golf Club Manager

Job Description:

The Club Manager plans, leads, executes and manages the course's operations in accordance with good golf course management practices, all relevant city regulations and any Board Policies and Procedures. The Club Manager is directly responsible to the Board for the effective management of the Ord Golf Club.

Specific Responsibilities:**Strategic Direction and Planning**

Develops with the advice and counsel of the management and in concert with the Board, the overall mission, strategic direction, goals and operating principles of the organization.

Financial

- Assumes ultimate accountability for sound financial management and appropriate controls and audits.
- Assumes ultimate accountability for the creation of all financial reports and documents.
- Prepares annual operating and capital budgets in accordance with the needs of the golf club and then submits those budgets to the Board for final approval.
- Monitors all aspects of the financial performance and directs the implementation of action plans needed to improve financial performance.
- Oversees the marketing of club services and the promotion of the golf course and facility.
- Responsible for the implementation and administration of the finances, policies and procedures established by the Board.
- Responsible of administering all golf course operations, through daily, weekly and long range work plans as well as setting goals and objectives.

Communication

- Communicates the mission, values and operating principles of the organization to employees, members and guests.
- Provides reports and related information as required to the Board other designated organizations and the regulatory agencies.
- Represent Ord Golf Club to the golf industry and to the general public.

Operations and Services

- Provides overall direction for the golf course on a daily basis.
- Participates in and/or approves all decisions of strategic importance.
- Ensures that appropriate policies and procedures are in place and are being used.
- Ensures that all practices comply with applicable laws and licensing agreements.
- Ensures that staff completes all mandatory records and reporting processes.

Human Resources

- Develops, communicates and facilitates/encourages an organizational culture conducive to the achievement of the Ord Golf Club's goals and operating principals.
- Develops and maintains relationships with the membership and the public.
- Provides leadership to the organization in strong team building and motivation of employees.
- Oversees plans for the hiring, training, development and retention of golf club staff.
- Reviews/approves all staffing decisions (hiring, appointment, transfer or termination) for all positions.
- Consults with the Board President regarding decisions affecting management level position.
- Prepares job descriptions for all course positions.

Liaison with Golf Board

- Serves as the focal point through which all relevant matters pertaining to the activities of the Ord Golf Club are channeled to the Board for appropriate oversight and approval.
- Communicates to the Board all key aspects of the operation of the golf course and reports to the Board on activities and recommended improvements on a monthly basis.
- Sits as a non-voting member of the Board and all Board Committees.
- Performs other tasks as directed by the Board.

OTHER QUALIFICATIONS:

KNOWLEDGE AND SKILLS:

- Supervisory and leadership experience
- Working knowledge of food and beverage, retail and merchandising sectors of the golf course industry
- Successful track record of creating and implementing sales and marketing programs
- Working knowledge of computers and general accounting
- Strong written and oral communication skills
- Interpersonal and relationship building skills with members, guests and staff
- Strong organizational skills and ability to meet deadlines
- Self motivated
- Willingness and ability to work flexible hours

EDUCATION/LICENSURE

- Have or willing to obtain necessary licensure for course operation (drivers, chemical application, etc)
- Golf Course Management degree preferred, not required