

## **Indian River Golf Club**

### **Position Description - GENERAL MANAGER**

The Club general manager is responsible for the overall operation of the Club. The general manager reports to the President of the Club and works closely with the various officers and Board committees. The general manager attends and participates in Board of Directors meetings. The Course Superintendent, Restaurant Manager, Head Golf Professional and Office Manager report directly to the general manager.

#### **Important responsibilities include:**

- Promotion of membership growth and retention.
- Management, in concert with the Club treasurer, office manager and contract accounting firm, the creation of an annual budget and 5-year capital spending plan for the Club. The general manager manages spending versus that budget.
- Oversight of all aspects of human resources for Club employees, including compensation.
- Acting as “chief host” for the Club, including greeting members and guests by name, and meeting with new members.
- Restaurant performance (quality and profitability).
- Course utilization and profitability.
- Acting as the Club’s “chief ambassador” to the community.
- Insuring that the Club meets all local, state and federal laws and regulations.

#### **Qualifications/expertise required:**

- Should have at least five years of experience in club management.
- Should have earned a Bachelor’s degree with a minor in business administration or food management, or the equivalent knowledge gained through experience
- Should have a strong knowledge of computer applications including Microsoft Office, QuickBooks and proprietary golf management systems.
- Must be able to relate well with members as well as employees.

**Inquiries:** Please submit a cover letter and resume via email to [ircsearchcommittee@gmail.com](mailto:ircsearchcommittee@gmail.com). The position is available immediately.