



CLUB MANAGER at Central Park Tennis Club

Central Park Tennis Club seeks an experienced club manager with a passion for tennis to lead a member-equity nonprofit club in Kirkland, Washington. The Club manager will be responsible for the daily operations of the club and will work to foster its future success by creating an exceptional member experience and healthy workplace culture. With its 12 indoor and 5 outdoor courts, along with clubhouse, fitness area and swimming pool, Central Park has offered members of all ages and skill levels a friendly and comfortable place since 1972. Learn more about us at www.centralparktennisclub.com.

Our ideal candidate will

- Engage members with confidence and integrity to support Central Park's sense of community. Ensure that it continues to be a fun, welcoming and rewarding place to play.
- Create an environment in which the club's pros and staff are inspired to work and grow to their potential.
- Understand and work to maintain the club's sound financial position with resourceful ideas for future growth.
- Ensure the health of the club's facilities with attention to detail.

Responsibilities include:

1. Daily operations of club
2. Managing all staff. This includes hiring, training, scheduling, supervising and reviewing staff and tennis pros to deliver exceptional customer service to members.
3. Working with staff to ensure the observance of stringent safety procedures.
4. Directing maintenance staff and outside contractors to conduct ongoing maintenance of Club facilities, including clubhouse, locker rooms, fitness center, front desk, pool, tennis courts and grounds.
5. Working with the Board of Directors to solve ongoing operational challenges, staffing issues and to recommend immediate and long-term capital needs.
6. Monitoring and managing financial performance, including annual budgeting, expense control and revenue growth, with input from the Board of Directors and Finance Committee.
7. Ensuring club programs, events and policies are communicated effectively to members, and measure member satisfaction regularly.

Central Park



Tennis Club

8. Collaborating with club staff and member volunteers to create programs, socials and events.
9. Participating in Board of Director and all member governance committee meetings. Ensuring adherence to Club bylaws and legal requirements.

Candidate Qualifications:

1. Experience as a tennis club manager, preferably at a member-owned club, or equivalent role.
2. 5+ years' experience in operations, facilities and financial management.
3. Firm understanding of business/non-profit financials and accounting.
4. Excellent customer service skills.
5. Proven experience leading a diverse staff of professionals.
6. Working command of relevant computer software (club management platforms, QuickBooks, Microsoft Office, Google Docs), online marketing techniques.
7. Comfortable with public speaking, meeting facilitation, presentations and business writing.
8. Experience with USTA leagues and tennis tournaments.
9. B.A. degree in business, marketing, health/fitness/sports management, hospitality equivalent preferred.
10. Certified Club Manager (CCM) preferred.

Hours and Compensation:

This is a full-time, salaried position without the possibility of remote work. Hours will be flexible based on club needs, including some weekend and evening time. Benefits include annual bonus program, health insurance, paid time off and 401(k).

Salary range: \$100,000-\$140,000.

Start Date: As soon as available.

To Apply

Email the following to resumes@centralparktennisclub.com, with subject line "Club Manager Application":

- Cover letter outlining your qualifications and interest
- Resume
- Professional references