



JOB POSTING

Position Title: **Director of Membership Sales**
Job Location: The Glen Club
Start Date: Immediate
Application Closing Date: When filled
Send Application To: Christie Paich, General Manager, cpaich@theglenclub.com

Facility Description:

Located in the north side Chicago suburb of Glenview, The Glen Club is a world-class daily fee golf club with corporate memberships. The facility includes a Tom Fazio designed golf course and a 50,000 square ft clubhouse that houses a golf shop, locker rooms, a full-service restaurant, spacious banquet facilities, 21 overnight guest accommodations, the Illinois Golf Hall of Fame and is the home of the Illinois Section of the PGA.

Position Summary:

Plans and implements sales and marketing strategies to meet the Clubs membership and large golf outing sales goals.

Primary Duties:

- Utilize telemarketing, direct mail, referral programs and other methods to prospect for potential members.
- Sales and team leader of 20+ person golf outings in alignment with club budget
- Promote club activities using newsletters, direct mail, e-mail, and bulletin boards.
- Organize and conduct prospective member functions.
- Conduct tours for prospective members.
- Organize the production of membership kits for sales calls, blitzes and direct mail.
- Develop and conduct an orientation program for new members.
- Coordinate the development of member activities events for the club. Track the performance of all membership activities.
- Maintain the club's database of member information and membership files.
- Organize and supervise distribution of the annual membership directory.
- Personally meet each club member and instill confidence that the club is operated in the best interests of the membership.
- Provide sales training and lead tracking for all applicable staff members.
- Assist with club annual marketing plan including social media, email, direct mail campaigns, Google AdWords and departmental specific promotions.
- Assure the efficient and timely submission of all required reports.
- Perform other duties as appropriate and directed by management.

Qualifications:

- Bachelor's degree required
- Three years outside sales and marketing experience, preferably in the hospitality and/or golf industry.
- Demonstrates quality interpersonal communication skills, presentation skills and sales skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends and holidays.
- Positive attitude, professional manner and appearance in all situations.
- Dedication and commitment to excellent customer service.
- Proficient in CRM platforms such as ACT! or Salesforce.com, Microsoft Windows, Word, Excel, PowerPoint and Publisher.

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