

BELLINGHAM GOLF & COUNTRY CLUB

GENERAL MANAGER POSITION

MISSION STATEMENT

The members of the Club should insure: (i) the highest quality golf course, clubhouse, facilities, service and programs; (ii) proudly nurture and enhance the Club as a desirable and welcoming place for members, spouses, children, relatives, associates, acquaintances, and others who wish to experience the uniqueness of a private country club; and (iii) to continually foster and promote recreation, relaxation and an outstanding social environment for all.

CLUB DETAILS

Bellingham Golf & Country Club is a private member-owned 18-hole golf club located in Bellingham, Washington. The club has been the social focal point for the City of Bellingham and Whatcom County since its founding in 1912 and is the finest golfing facility north of the Seattle-Everett Metropolitan area. BGCC is the home course for the Western Washington University golf teams, has hosted qualifier tournaments for the US Open, US Senior Open and US Women's Open, in addition to hosting the Hudson Cup and Lamey Cup.

CLUB FEATURES

- 550 golf category members
- 250 social category members
- Operating budget of \$5.25 Million
- Staff of 40 full time employees and 50 part time/seasonal employees

JOB SUMMARY

- The General Manager is accountable to the Board of Directors
- The General Manager implements and adheres to the policies and goals established by the Board of Directors.
- The GM supervises, organizes, directs, coordinates and controls the operation of the Club in total compliance with the by-laws and with the basic flow of authority from the Board of Directors to the General Manager, to the Department Heads and to the Employees. The General Manager is responsible for all phases of management and accountable to the Board for the performance of the management team and for operating results.

GENERAL RESPONSIBILITIES/ATTRIBUTES

- Is responsible to the Board of Directors for the administration and operation of all club property and affairs, and all club facilities.
- Implements and adheres to the policy established by the Board of Directors.
- Develops operational policies and is responsible for the creation and implementation of standard operating procedures for all areas of the Club consistent with policies established by the Board of Directors.
- Prepares the annual budget for review by the Finance Committee and presentation to the Board of Directors. After Board approval, manages and controls the operations to attain the desired results. The General Manager also investigates and explains budget variances.
- Coordinates all management functions of the Club.
- Ensures the Club is in compliance with all federal, state and local laws pertaining to local clubs.
- Ensures key employees have annual goals and objectives that are specific, measurable and achievable and performs annual performance reviews for those employees reporting directly to the General Manager
- Ensures that the club is adhering to all local and state regulations to provide a safe and fair work environment for all employees.

REQUIREMENTS

- Bachelor's degree – Business Administration or equivalent
- Five years of management experience in the hospitality industry
- Three to five years of experience at a private club is preferred
- Plays and enjoys the game of golf

SALARY & BENEFITS

- Competitive pay structure and performance bonus
- 401K program
- Paid vacation/holidays/sick time
- Paid family health care includes medical, dental, and vision
- Family use of club facilities,
- Meals for General Manager
- Paid CMAA dues and continuing education allowance
- Cell phone allowance

APPLICATION

Submit resume and cover letter via email in word or .pdf format to:

Roger Hunt
Search Committee Chairman
rogerh@bellinghamgcc.com