

Do you love connecting with people and planning events? Come to work and enjoy the view!

Sand Point Country Club seeks a Sales and Events Manager who is a proactive communicator to spearhead our Food and Beverage Events! The person in this position works to build relationships with members and clients to maximize the Club's revenue and secure business opportunities by identifying prospects through research and networking.

Competitive Compensation Package includes:

- Pay starts at \$70,000 per year, but can increase based on experience
- Club pays 80% of your medical, dental, and vision insurance after 30 days
- Club pays 100% of your life insurance after 30 days
- Access to Club facilities***
- Matching 401k after 6 months

Required Experience:

- Bachelor's degree from four-year college or university; preferred with a focus in business or hospitality management.
- Minimum of three years of hotel or restaurant experience in a management related capacity with progressive growth and responsibility.
- Three years of private club management experience preferred.
- Front of house and sales experience required.
- Must be available weekends, evenings, and holidays as Club needs dictate.
- Experience with Reserve Cloud and Club Essential preferred.
- Current Food Handler and Class 12 Permit.

The ideal candidates would embody the following **job knowledge and core competencies:**

- Exemplary deliverer of motivation, diplomacy, balance, and tact while earning the respect of the team members as well as the Sand Point Community at large.
- Conducts themselves in a commendable, responsible, and professional manner at all times and encourages other team members to do the same to reflect the intended image of the Club throughout the Community.
- Demonstrates effective interpersonal relations skills, strong and proactive communications, and efficient delivery and gathering of information and logical delegation through numerous mediums such as orally, in writing, and electronically to the entire Club Team.
- The ability to make complex decisions in a dynamic environment in support of the Club's Mission, Vision, and Values, while also working alongside other team members and honoring and supporting each other's visions and decisions
- Think, operate, exemplify, and deliver logically, creatively, strategically, and innovatively while meeting objectives and goals both near-term and long-term while displaying executive aptitude in fiscal, administrative, and operational matters and problem solving.
- Encourage elevated standards for all facilities, services, and of the entire Club Team to meet expectations or satisfaction and exceeding where possible.
- Exhibits excellent efficiency skills both independently and as part of a team to aid in time management skills allowing them to oversee production and work on administrative tasks daily.
- Be able to problem solve, create and maintain timelines and schedules, and be prepared and flexible with the ebbs and flows of any given day.

Sand Point's Vision and Values:

- **Vision:** Sand Point Country Club provides a welcoming atmosphere driven by inclusive membership, dedicated employees, well-maintained facilities and innovative member experiences where enduring friendships are made and families flourish.
- **Values:** Integrity, Respect, Dedication, Sustainable, Environmental Stewards, Innovative, Community

***Founded in 1927, Sand Point Country Club is the only private golf club in Seattle with all of the amenities of a country club. *Team members have access to the Club's numerous facilities including:*

- Challenging 18-hole course re-designed by world renowned architect David McLay Kidd
- Covered, heated driving range
- Four outdoor and lighted tennis courts
- Fitness Center
- Golf

Requirements

Job Summary:

The Sales & Events Manager (SEM) promotes, plans, and executes all member-related activities and private events. The SEM enhances the member experience through implementation of new and unique events for all ages to enjoy. The SEM is responsible for promotion and sales of the Club's facilities for all private events and in doing so also works closely with the Food and Beverage Team to meet and hopefully exceed Catering and Event sales goals. The person in this position works to build relationships with members and clients to maximize the Club's revenue and secure business opportunities by identifying prospects through research and networking. The SEM spends equal time and emphasis on both member internal events and private events for planning and conceptualizing. The SEM performs several roles and will work alongside managers and line level team members in many departments around the Club, throughout the event planning and execution process, making their communication and diplomacy important requirements for this position. The SEM is also responsible for catering focused training for the Food and Beverage Team. The SEM must be well organized and detail oriented, be flexible in all aspects of the position, and possess the ability to adapt to change.

Supervises:

- Banquet Captain
- Banquet House Attendants
- Banquet Events Team

Directly Reports To:

- Director of Food & Beverage

Education, Experience, and Requirements:

- Bachelor's degree from four-year college or university; preferred with a business or hospitality management focus.
- At least 2 years of catering sales experience at a private club preferred.
- Minimum of three years of club, resort, or hotel experience in a management related capacity with progressive growth and responsibility.
- Three years of private club management experience preferred.
- Front of house and sales experience required.
- Must be available weekends, evenings, and holidays as Club needs dictate.
- Experience with Reserve Cloud preferred.

Job Knowledge, Core Competencies, and Expectations:

- Exemplary deliverer of motivation, diplomacy, balance, and tact while earning the respect of the team members as well as the Sand Point Community at large.
- Conducts themselves in a commendable, responsible, and professional manner at all times and encourages other team members to do the same to reflect the intended image of the Club throughout the Community.

- Demonstrates effective interpersonal relations skills, strong and proactive communications, and efficient delivery and gathering of information and logical delegation through numerous mediums such as orally, in writing, and electronically to the entire Club Team.
- The ability to make complex decisions in a dynamic environment in support of the Club's Mission, Vision, and Values, while also working alongside other team members and honoring and supporting each other's visions and decisions
- Think, operate, exemplify, and deliver logically, creatively, strategically, and innovatively while meeting objectives and goals both near-term and long-term while displaying executive aptitude in fiscal, administrative, and operational matters and problem solving.
- Encourage elevated standards for all facilities, services, and of the entire Club Team to meet expectations or satisfaction and exceeding where possible.
- Exhibits excellent efficiency skills both independently and as part of a team to aid in time management skills allowing them to oversee production and work on administrative tasks daily.
- Be able to problem solve, create and maintain timelines and schedules, and be prepared and flexible with the ebbs and flows of any given day.

Job Duties include, but are not limited to:

Sales Focused

- Acts as the main contact for all events including member related activities hosted by the Club and/or private events hosted by members and clients.
- Maintains a 24-hour communication policy for electronic communication i.e., communicating back within 24-hours unless on PTO.
- Responsible for proactively soliciting and managing group/catering related opportunities with significant revenue potential. Actively up-sells each business opportunity to maximize revenue opportunity. Ensures business is turned over properly and in a timely fashion for proper service delivery. Responsible for driving member/client/guest loyalty by delivering service excellence throughout each member/client/guest experience. Provides service to member/clients in order to grow the account on behalf of the Club.
- Targets group/catering accounts, markets, or segments with heavy emphasis on proactive solicitation and account saturation.
- Partners with group/catering counterpart to effectively manage the business opportunity.
- Responds to incoming group/catering opportunities for the Club.
- Identifies, qualifies, and solicits new group/catering business to achieve revenue goals.
- Focuses efforts on group/catering accounts with significant potential sales revenue.
- Develops effective group/catering sales plans and actions. Creates Member Promotions on a quarterly basis and has a Marketing Plan to support and organize these Promotions.
- Designs, develops, and sells creative catered events.
- Maximizes revenue by upselling packages and creative food and beverage.
- Closes the best opportunities for Club based on market conditions and individual Club needs.
- Uses negotiating

Custom Fields

Tags

Sales, Catering, Banquets, Events, Director, Manager

Pay Rate

\$70,000 per year or more Based on Experience