



Club Manager Position

Skagit Golf and Country Club, Burlington, WA

Skagit Golf and Country Club is a private, member-owned club located 70 miles north of Seattle, Washington. The club has 273 golfing memberships and 128 social memberships. SGCC provides its membership with good food, friendly service, a beautiful view of Skagit Valley and the Cascade Mountains, and a year-round well-maintained 18-hole golf course.

The club is open 7 days per week and 12 months per year. (3 holidays are recognized: New Year's Day, Thanksgiving Day, and Christmas Day.)

Job Summary

The Club Manager reports to the Club President and Board of Directors and handles the overall operations, management, and administration of Skagit Golf and Country Club. This role ensures a high-quality experience for members and guests, oversees the financial health of the club, and leads a team of dedicated staff members. This position is not responsible for Golf Course Superintendent or Director of Golf. The three department heads work collaboratively and report to the board equally.

This is a full-time position that requires working evenings, weekends, and holidays.

Key Responsibilities

- **Operational Management**
 - Oversee day-to-day operations of the club, including facility management, food and beverage services, special events and tournaments.
 - Maintain the highest standards of service, cleanliness, and safety.
 - Implement and enforce club policies and procedures.

- **Financial Management**
 - Develop and manage the annual budget in collaboration with the Club Accountant, Club President, and Board of Directors.
 - Monitor and report on financial performance, including revenues, expenses, and profitability of the club and its membership.
 - Implement cost-control measures and seek opportunities for revenue enhancement.
- **Member Relations**
 - Foster a welcoming and inclusive atmosphere for all members and guests.
 - Address member concerns and feedback promptly and professionally.
 - Organize and promote club events, activities, and programs to enhance member engagement.
- **Staff Leadership**
 - Recruit, hire, train, and supervise a team of facility employees.
 - Conduct regular performance evaluations and provide ongoing training and development.
 - Foster a positive and collaborative work environment.
- **Marketing and Community Engagement**
 - Develop and execute strategies to attract new members and keep existing ones.
 - Represent the club in the community and build relationships with local organizations and businesses.
 - Responsible for all member communications including weekly emails, newsletter, website and social media.

Qualifications

- CCM preferred or Bachelor's degree in Hospitality Management, Business Administration, or a related field.
- Minimum of 5 years of experience in a managerial role within the hospitality or club management industry.
- Strong financial acumen and experience with managing budgets.
- Excellent interpersonal and communication skills.
- Proven ability to lead and motivate a team.
- Knowledge of golf course operations and etiquette is preferred.

Compensation

- Competitive salary range \$90,000–115,000 based on experience and qualifications.
- Benefits package including medical/dental/vision insurance, retirement plan, and golf privileges.

How to Apply

Interested candidates should send a resume and cover letter to Amy Foster [amy@skagitgolfclub.com] by August 30, 2024.