

General Manager: Green Meadow CC

Salary: \$95,000.00 - \$110,000.00 Per Year

Total Anticipated Compensation Up To: \$125,000.00

Overview | [Link to Position Posting Online](#)

Helena, MT | Green Meadow Country Club (“GMCC”) is a private member owned country club located in Helena. In 1944, members of the historic Helena landmark, The Montana Club, voted to purchase the beautiful acreage belonging to Mrs. Harry W. Child. Thus, the Green Meadow Country Club was founded. The club was ready for play on July 24, 1945. Part of the property is on the former Central Park, an amusement area provided by the Mares brothers in the late 1800’s for public enjoyment. Until 1970, it was necessary to become a member of the Montana Club prior to joining Green Meadow. On May 18, 1970, the two clubs split ownership and became separate corporations. In 1974, construction began on the second nine holes. After surviving a disastrous flood during construction, the new nine was opened on August 8, 1976.

The Green Meadow course is a medium length, tight layout providing a test of skill and enjoyment for players of all ability levels. At 6415 yards from the Championship tees and a modest 5369 yards from the forward tees, a premium is placed on accuracy! Regular play from the white tees (6070 yards) offers a challenge to experienced players as well as those just starting out.

With 10-Mile Creek traversing the golf course and an additional five water hazards, water is encountered on 11 of the 18 holes. The original nine (holes 1, 9-13 and 16-18) were laid out by the Montana golf pioneer Gregor MacMillan in the early 1940s. Seattle Landscape architect William Teufel designed our 1974 addition. Over the past several years as the new nine matured, the blending of the old and the new has resulted in the establishment of a fine golf course.

A dedicated maintenance staff works hard to provide the best possible golfing conditions for members and guests. Attention to detail, proper course marking, and a fair, enjoyable course set-up provides golfers with many outings to remember. We are confident you will find our course conditions to be the finest in the area.

Added nuances of the course include a variety of wildlife including whitetail deer, beaver, mink, an occasional fox, various types of waterfowl, and resident great horned owls. On very rare occasions, bear, moose, and eagles have been sighted as well. During certain seasons, edible mushrooms, wild asparagus, chokecherries and wild raspberries can all be found on the golf course.

In 1997, a new irrigation system was installed. This state of the art system allows us to irrigate more efficiently and cover more of the golf course when doing so. It has made an amazing difference to the quality of our golf course.

In late 2005, the membership approved the construction of a new clubhouse facility. One year later, a majority of the existing building was razed to make way for a new clubhouse with updated kitchen facilities and additional amenities. For the first time in its history, the club now offers swimming and fitness, along with a substantially larger clubhouse. The new clubhouse was completed in March of 2008.

The governing body of the club is the Board of Directors consisting of 7 members elected by the membership. The annual membership meeting is held in spring in order to review the prior year and discuss upcoming projects.

Green Meadow Country Club has a professional management team made up of a General Manager, PGA Head Professional, Food and Beverage Manager, Golf Course Superintendent, Events and Marketing Manager and Office Manager.

Position Description | The General Manager (GM) is the Club's senior-most staff executive and reports to the Board of Directors. The GM is responsible for building a service-based, welcoming culture and for managing the operations of GMCC consistent with the objectives, strategies and policies established by the Board. Of

primary importance is a focus on continuous improvement in member/guest satisfaction, as well as building a sustainable, profitable business. The GM, under the direction of the Board, has primary responsibility for preparing, implementing, and monitoring the club's annual budget and is expected to possess strong leadership, operational, communication, financial and analytical skills.

Experience Required

Education | Bachelor's degree in hospitality, business administration or related field OR equivalent related experience.

Experience

- A minimum of 5 years of successful executive experience preferably as a GM or Assistant GM in a private member club or resort environment; prior golf course or industry experience is a plus.
- Strength and experience in team development, financial performance, project management, member satisfaction, and new member marketing, supported by the ability to consistently define and achieve key goals and objectives.
- Track record of working closely and successfully with board and committee members in a leadership role.
- Strong knowledge of and skill set relevant to delivering high quality food and beverage, golf, event management, fitness, and pool services for an overall exceptional experience.
- Financial software experience – Quickbooks preferred
- Familiarity with social media platforms

Essential Responsibilities

Management

1. Supervise all Department Heads and provide oversight for staff.
Ensure commitment to and compliance with all applicable laws and regulations across the organization.

2. In coordination with Department Heads, set standards for recruiting, hiring, training, supervision, and timely evaluation of the Club's staff.
3. Oversee and administer compensation and benefits for staff which must be administered consistently and fall within guidelines as mandated by the approved budget.
4. Set standards for all employees and actively promote a positive work environment where teamwork is emphasized.
5. Emphasize, along with the department heads, a "member-first" culture that builds loyalty and patronage and that maximizes engagement among Club members.
6. Periodically Meet with members of the club as point person in order to collaborate on solving problems and dispute resolution
7. Communicating with and/or meeting with the President, the Board of Directors, and as needed meet with standing committees.
8. Communicate promptly with the President and the Board of Directors concerning developing issues.

Financial

1. Develop, maintain and administer a business plan supported with annual budgets and marketing plans.
2. Establish a long-term strategic plan for capital reserves and Club improvements.
3. Provide financial guidance and reporting of all Club operations in accordance with acceptable accounting procedures, including the formulation of the Club's annual operating and capital budgets, which are coordinated with the Finance Committee, the controller and the department heads The General Manager will operate the Club in accordance with budgets approved by the Board of Directors and will report the Club's membership numbers and financial position to the Board of Directors on a monthly basis.
4. Utilize a financial projection model in collaboration with the Controller to forecast future cash flows.

Member and Community Relations

1. Represent the Club well in all situations and to all stakeholders, including the ownership group, members, staff, potential members, and the broader Bend community.
2. Interact with members on a daily basis, actively soliciting opinions and input on the club's facilities and services with a goal toward continuous improvement.
3. Visibility and accessibility to members are paramount.

4. Perform other duties as assigned by the Board of Directors.

Benefits

Compensation & Benefits | The Club offers a competitive compensation plan and standard perks including:

- Salary is competitive and commensurate with experience. [\$95k - \$110k w/ incentives up to \$125k projected DOE.]
- GMCC paid health, dental, and vision insurance;
- Matching 401K contributions;
- Free meals while working; discounted meals for family members;
- Vacation based on service time (expected to taken in the off season);
- GMCC paid continuing education and dues to professional organizations;
- Non-voting Golf membership for the GM;
- Family membership for non-golfing amenities

Note1: Deadline for applications to be 4/9/23, but the position is considered to be "open until filled."

Note2: Interested candidates are *strongly encouraged* to apply by submit one (1) PDF that includes a cover letter, a resume and references.

Candidates with a genuine interest in this opportunity are encouraged to contact Ron Alles, Interim GM/Search Chair (ralles@gmcchelena.com) with questions about the opportunity by email only. No phone calls please. Employer's "preferred start date" is May 15, 2023.

Link to [Position Posting Online](#) for review and/or to apply.