



GENERAL MANAGER/CHIEF OPERATING OFFICER

The Edison Club, Rexford, New York

www.EdisonClub.com

The Edison Club is a member-owned, private country club offering 27 holes of championship golf, and Olympic size swimming pool, four clay tennis courts, full-service dining and banquet and meeting facilities to Capital Region families seeking an active lifestyle. Since 1904, we have maintained our longstanding traditions of being a warm and welcoming haven for families and providing superior recreational facilities for our members and their guests. Our membership options are designed for all levels of interest in golf, swimming, tennis and social.

Golf

The golf course was designed in 1926 by the legendary Devereux Emmet, whose other creations include Congressional Country Club, host to three U.S. Opens and a PGA Championship. Nestled on the rolling hills above the bluffs of the Mohawk River, our 27 holes of championship golf provide a solid test for all skill levels, with four sets of tees from 6,501 yards at the championship tees to 6,201 for member tees. The practice range has grass tees along with a large practice green with bunker.

The Edison Club golf course offers a serene park-like setting, with many of the holes lined by mature trees. Players find plenty of challenges to focus their attention from our risk/reward dogleg par-fours, sometimes reachable par-fives, and formidable par-threes, this is a golf course you simply don't tire of playing.

We believe strongly in promoting and growing the game of golf, and offer three men's golf leagues, three women's golf leagues and a mixed league on selected Sundays. Nine and Dines are held throughout the golf season, and there is a full tournament schedule. We have reciprocal arrangements with 11 other local clubs to give members an opportunity to experience other layouts.

Our youth program includes a team in the PGA Junior League, golf clinics for kids and two sets of PGA Family Tees to make it easy for the whole family to not only play golf, but to enjoy it as well.

Tennis & Swimming

Our four clay tennis courts offer a unique and fun environment for those just learning the sport or long-time players. Tri-City Fitness coordinates and oversees all tennis programming at The Edison Club.

Lessons, camps, and clinics are all run by tennis professionals. We have clinics for juniors and adults, women's night, men's night, mixed doubles night, and active interclubs for juniors and adults.

The Olympic size swimming pool is open Memorial Day to Labor Day, with a snack bar for convenience. Swim lessons for available for children, with many summer social events focused around the pool area.

Dining

The Grille Room and Edison Room both offer fine dining and casual eating experiences, each with its own bar. Lunch and dinner (on selected evenings) are served year-round, for dine-in or take-out. The dining facilities are open to the public as well as members.

Banquet, Wedding, and Meeting Venue

With four private banquet rooms, including our Grand Ballroom, we can accommodate groups from 25 to 200 with our professional event planners taking care of all the details to ensure a smooth and successful event. Last year we hosted 30 private events and business meetings with full-service catering, and event coordination for both members and non-members.

Membership Options

- Regular Membership (Single/Family)
- Limited Access Membership
- Pool & Tennis Membership
- Social/House Membership
- Executive Junior Family or Single Membership (21 - 40 years old)
- Junior Scholarship Membership (Local High School Golf Team Player)
- Non-Resident Membership

History

J.E. Brobst, A. R. Tanner and R. R. Earle were all employees of General Electric who first conceived the idea of The Edison Club in 1903 during a discussion in a bar where they were waiting for a train in Garrison, New York. They felt a "men's club" would allow them and their colleagues to meet socially and develop the friendships that had been growing in their business relationships; golf was not part of this original plan. They named it after Thomas Alva Edison, the most prominent inventor of the early 20th century, who spent many years working at GE in Schenectady, but he was not involved in its formation.

The idea of building a golf club was proposed by Mr. O.D. Young in 1925. The General Electric Company realized the advantages a modern country club could provide to its professional and management employees and took over the club to begin building the golf course. The club consisted of an 18-hole golf course, four tennis courts, a combination locker house and recreational area, and a clubhouse that was later called 'The Annex.' The grand opening of the golf course occurred on August 21, 1926. The club continued its long association with General Electric. In fact, Karsten Solheim was working on a project at GE in 1958 and frequently played The Edison Club. He later introduced his "hollow back" putter design, which would eventually become the Ping putter.

SNAPSHOT OF THE EDISON CLUB:

- 432 active members
- No initiation fee
- Annual Dues for Regular Family Golf: \$9,300 plus F&B Minimum & Capital Assessment
- Approximately \$4M annual gross revenue
- Approximately \$2M annual dues revenue
- Approximately \$1.2M annual food & beverage revenue
- Average of 30 catering events per year
- Approximately 34 full time employees and 100 seasonally
- Approximately 28,000 rounds of golf annually
- The club uses ClubEssential for POS and accounting; Foretees for tee sheet management.
- The club is a 501(c)(7) nonprofit.
- There are 9 members on the Board of Directors, each serving 3-year terms .
- Current committees: House & Social, Finance, Pool & Tennis, Golf, Greens, Membership
- Average age of members is 55
- The club is open year-round for dining and social events; April to November for golf (with simulators from early December through March); Memorial Day to Labor Day for tennis and pool.

POSITION OVERVIEW

The General Manager is responsible for the successful management and leadership of all aspects of the club including its activities and the relationships between the club and its members, guests, employees, and community. He or she will establish and administer service, fiscal, and operational standards and quality performance guidelines for all operating functions and staff. The General Manager directly manages the entire staff, directs the work of all department managers, develops, implements, and monitors the budget and the quality of the club's offerings to ensure member and guest satisfaction.

RESPONSIBILITIES

- Oversee and provide leadership, direction, supervision, and guidance to key support leaders, including Superintendent, Head Golf Professional, Director of Membership and Communication, Director of Food & Beverage, Bookkeeper and Member Services.
- Develop and maintain a positive culture of excellence where members, guests and employees can thrive.
- Create and manage a strong organization through excellent hiring, training, and performance management.
- Be a professional and positive representative of the club who is visible, engaged, and available to members, guests, staff and the community.
- Advise and support Board of Directors in developing and maintaining the club's strategic plan.
- Ensure department heads have effective operating procedures and monitor their adherence to those procedures.
- Develop a fiscally responsible and achievable club budget and manage the operations to meet it.
- Develop and communicate recommendations for a capital improvement strategy, along with ROI analysis, which will enhance the experience for members and their guests.
- Collect feedback from members to assist in developing future strategies and decisions.
- Provide monthly updates to the Board of Directors about the status of club operations.
- Develop and execute a successful marketing plan to grow membership.
- Ensure adherence to all applicable laws and regulations.

CANDIDATE QUALIFICATIONS

The ideal candidate should have:

- 5-7 years management experience in hospitality or club operations, preferably as a General Manager or Assistant General Manager
- Demonstrated and proven experience in budget development, fiscal management, strategic planning, revenue generation, staff management and customer service
- Experience in creating successful programming which is designed to maximize the guest experience as well as existing and potential revenue opportunities
- Demonstrated written, verbal, and interpersonal communication skills
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including evenings/weekends
- Proven leadership qualities including the ability to inspire, mentor and energize staff to perform to their highest level
- Positive attitude, professional conduct, and appearance in all situations

SALARY AND BENEFITS

Salary is commensurate with qualifications and experience. The Club offers a competitive benefits package.

HOW TO APPLY

Please send your resume and personalized cover letter indicating why you believe you can be an asset to the club to: Rick Spoth via email to President@edisonclub.com. Application deadline is March 22, 2024. Interviews will be conducted by a three-person panel in person or via Zoom. This is an expedited hiring process as the Club has been without a General Manager and we are heading into our busiest season. The successful candidate would be expected to begin work as soon as possible.