



Indian River Club

General Manager position

Nestled in the south portion of Indian River County, the New Indian River Club is truly an unblemished gem. Located in Vero Beach Florida, NIRC is a Ron Garl designed 18 hole private golf club. The Club is seeking to hire a General Manager to manage and direct all operations for the approximately 250 members. Our mission is to provide a superior golfing experience to men and women of all skill levels while protecting the beauty and condition of our Audubon Signature Sanctuary golf course. The club has a uniquely friendly atmosphere that has set this club apart since its inception. We are seeking a highly motivated and experienced leader to guide and assist our team of professionals and the Board to bring Indian River Club to the next level.

Job Summary:

Responsible for all aspects of the club including its activities and the relationships with the Board of Governors, members, guests, employees, community, government and industry. Administer the clubs' policies as defined by the Board of Governors. Develop operating policies and procedures and direct the work of all department managers. Implement and monitor the budget, monitors the quality of the clubs' product and services, and ensure maximum member and guest satisfaction. Secure and protect the clubs' assets, including facilities and equipment.

Essential Job Functions; include but are not limited to:

- 1. Implements policies established by the Board of Governors; directs their administration and execution.**
- 2. Ensures operations are providing a first-class level of service for the best member/guest experience. Represents the club in a positive, professional fashion at all times; mentors and monitors staff to ensure exceptional service**

3. Hires, manages and develops managers, with the approval of the Board and ensures all managers are performing to clearly stated goals.
4. Develops, with managers, the clubs' budget, monitors revenues and expenses and generates financial reports for review and approval of the Board. Manages the daily financial needs and processes of the club
5. Develops marketing plan and oversees implementation of the plan annually
6. Develops and maintains the club's long- and short-range business plans
7. Maintains membership with the Club Managers Association of America and other professional organizations including the Indian River County Club managers group.
8. Coordinate and serve as ex-officio member of all appropriate club committees
9. Welcomes new club members; "meet and greet" all members as practical
10. Consistently assures that the club is operated in accordance with all applicable local, state and federal laws.
11. Ensures all operations of the club: Human resources, finance, food & beverage, course management and Pro shop run smoothly to budget and with member satisfaction as the core tenet.
12. Report all member infractions to the Board with a recommendation for action.

Knowledge, Skills and Ability:

The requirements listed below are representative of the knowledge, skills and ability required. Accommodations may be made.

- 1) Thorough knowledge of and ability to successfully apply the principles and practices of personnel and business management
- 2) Comprehensive understanding of the methods used in the care and maintenance of golf courses
- 3) Broad knowledge of food and beverage operations, laws and regulations
- 4) Thorough knowledge of standard sales and marketing practices
- 5) Ability to effectively plan, assign and supervise the work of subordinates engaged in golf course operations including F&B and Proshop concerns

- 6) Ability to anticipate and identify risks and develop appropriate risk mitigation measures, business solutions and plans of action
- 7) Ability to provide a high level of customer service with attention to detail
- 8) Skilled at planning and organization, with an ability to multi-task
- 9) Proficient with MS Word, Excel, Outlook and POS systems

Education and Experience:

- 1) Bachelor's degree in Food & Beverage, Hotel Management, Business management, agronomy, turf management, professional golf Pro or related degree preferred
- 2) Previous experience as a General manager, Assistant General Manager preferred

Compensation commensurate with experience and education

Send all resumes to BoardOfGovernors@IndianRiverClub.com