



Candidate Profile

Events Manager

Kelly Greens Golf & Country Club

Fort Myers, FL 33908

www.kellygreens.com

Organization

Kelly Greens Golf & Country Club is a private, bundled community in Fort Myers, Florida and is close to the gulf beaches and Sanibel-Captiva Island. The private gated community began development in 1987 and currently consists of 900+ residences comprised of single - family homes and various models of condominiums. Kelly Greens is a bundled community and therefore, financially sound.

Mission Statement: Kelly Greens is a private bundled golf and tennis country club community with a dedicated management team, professional staff, and friendly members. The club provides facilities, amenities, and events that support an active casual, enjoyable, and healthy lifestyle. An Ideal location and strong financial history add to its attractiveness.

Vision Statement: Kelly Greens will continue to improve and add relevant amenities and preeminent services that help promote the wellness and enjoyment of its members. The club will also protect its infrastructure and maintain its strong financial position. These actions will benefit members and grow the value of their investments. By 2025 Kelly Greens will be the preferred bundled community in Lee Country evidenced by the growth of its property.

Core values: Act with honesty and integrity in all we do. Treat all with dignity, respect, compassion, and friendliness. Demonstrate a strong commitment to diversity and inclusion. Strive for continuous improvement in in quality and value.

Kelly Greens is member-owned and has 939 doors. Because they are bundled, all 939 homeowners are club members. The Gross dollar volume for the club is \$7.4 million. Annual food & beverage sales are \$1.15 Million.

The centerpiece of the Kelly Greens Community is a Par 72 recently renovated championship golf course designed by architect Gordon Lewis. Annual rounds are 42,000. Most residences have views of the beautifully maintained course. It offers a fair challenge to golfers at all skill levels. Six sets of tees modify the course length from 4,510 to 6,812 yards. This design adjusts the level of difficulty, so the layout is enjoyable for men, women or novices yet challenging for the low handicap and professional golfer. Facilities also include a full practice range with over 20 grass

hitting stations, a short game practice area and an 8,000 square foot putting green.

Other club amenities include four tournament level tennis courts, fitness center, pool, and activities center. The food and beverage facilities consist of a 200 seat full- service restaurant, a new outdoor 60 seat patio, lounge and bar, grill room, and private dining rooms. The entire space can be opened to seat 250 people to host large meetings and events.

Responsibilities and Knowledge Required

Primary Job Duties:

- Organizes, plans, manages, and executes all club events, both on-site and off-site, for members (examples; f&b events, social events, speaker series, art lessons, day trips, fitness classes, outdoor excursions, etc.).
- Creates and plans all club events for the Annual Club Calendar (including social events, golf, tennis, wellness/fitness, and more).
- Communication of proper event information to all key team members, including timely final counts of events, set up necessities, etc.
- Promotes, advertises, and markets the club's social event facilities and capabilities to all members.
- Assists members in arrangements for special dinner requests in the dining room.
- Coordinates in-house clubs and card groups.
- Transmits necessary information to and coordinates event planning with production, serving and housekeeping staff; arranges for printing menus, procuring of decorations, entertainment, and other special requests.
- Responsible for hands-on service work when needed and orchestrating events when necessary.
- Creates all in-house banquet event orders for club activities.
- Maintains past and potential client files, schedules calls or visits to assess ongoing needs for banquet services and maintains club's function book.
- Helps develop banquet budgets, reviews financial reports, and takes corrective actions as appropriate to help assure budget goals are met.
- Diagrams room layout, banquet item placement, and related function details.
- Update's weekly function information for all affected staff.
- Manages registration, check-in, and coordination for all scheduled club activities.
- Handles proper event billing and vendor payments through the accounting department.
- Arranges for delivery of any equipment, decorations, and items ordered.
- Works with Communications Director to design and print event signage, table assignment cards, and place cards as needed.
- Inspects finished arrangements for club events and will be present to oversee the actual service and greeting members and guests.
- Designs floor plans and seating lists for club social activities, as applicable, in coordination with the Food & Beverage Team.
- Manages banquet billing and arrange for prompt payment for all events.
- Performs special projects as assigned by the Clubhouse Manager.
- Assumes responsibility of manager-on-duty when necessary.

Candidate Qualifications

- Hospitality Management degree, or related degree, preferred.
- Extensive knowledge of the private club industry's food and beverage operations.
- 2-4 years' experience of relevant work experience required, preferably in a Club setting.
- Event planning and management experience required.
- Outgoing and engaging personality with an evident passion for higher level customer service and hospitality.
- Be a people-person exuding warmth, courtesy, and sincerity to be able to put members and prospects at ease.
- High self-motivated individual who can work with minimal supervision and interact with members and potential members at a sophisticated level.
- Must be proven collaborator, diplomatic, supportive, well-respected, and contributing team member; able to generate thoughts and ideas that result in improved member satisfaction.
- Responsible for being visible and available at the Club during peak hours of operation, including weekends and Club events.
- Strong organization and planning skills with an exceptional attention to detail.
- Experience in developing and executing new programs and events.

Compensation

- Compensation of Base Salary and annual Performance Bonus is commensurate with qualifications and experience.
- Kelly Greens offers an excellent bonus and benefits package that includes health insurance, dental/vision insurance, PTO, 401(k) with match, complimentary golf, and meals while at work.

Kelly Greens maintains a culture of kindness and is dedicated to support the needs of our team through our commitment to the family/work life balance, providing development opportunities, free employee meals, staff activities and events, and a team atmosphere. Kelly Greens Golf & Country Club is an EEOC company and a Drug Free Workplace

A full background check will be conducted on candidates. Professionals who meet or exceed the established criteria are encouraged to contact:

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