

**CLUB NAME:**

The Golf Club at Palmira, Bonita Springs, FL  
[www.golfclubatpalmira.org](http://www.golfclubatpalmira.org)

**JOB OPENING TITLE:**

Events Manager

**FACILITIES DESCRIPTION:**

It is the mission of The Golf Club at Palmira to “provide superior golf and social facilities for its engaged membership, their families and guests with long-term financial stability.”

Founded in 2001, The Golf Club at Palmira anchors the surrounding 316-acre community comprised of 821 residences in 13 neighborhoods. Club membership is limited to 375 golf members. Club facilities include 27 holes of golf, designed by Gordon Lewis (redesigned 2 years ago), practice facility and a 42,000 square foot clubhouse offering a variety of member dining options, including casual grill room, patio dining, firepit, wine room, billiards room, and banquet venues. The Grill Room seats 110 inside with an outdoor patio and fire pit. An upstairs Dining Room seats roughly 200. The Clubhouse just completed a full remodel last summer. The Renaissance Center Club provides residents the opportunity to use resort style pool, fitness center, tennis, and spa services along with meeting rooms.

Membership initiation fee is currently \$100,000 with a cap of 375 Golf Members - one of the lowest member ratios for 27 holes in the market. The Club also has a healthy wait list for golf and roughly 140 Social Members. The Club has a strong balance sheet with appropriate capital reserves. The Club employs roughly 120 employees in season and about 60 off season. The Board of Directors consists of 9 members, each serving a staggered three-year term, and operates under the GM/COO organizational structure.

**CANDIDATE QUALIFICATIONS:**

Position reports to: Ron Cotorakas, Food & Beverage Director

Works closely with the Food & Beverage Director, Food & Beverage Managers, Staff and Members

The Golf Club at Palmira is seeking a service-minded leader that is hands-on, detail-oriented, motivated, and creative with excellent communication and computer skills.

**DUTIES FOR THE POSITION INCLUDE:**

- Plan, book, promote and execute all social events to ensure a memorable experience for members and guests
- Creates all necessary marketing flyers, menus, signage, etc., for all events and member functions
- Manages vendor list for entertainment, photographers, florist, linens, decorations and rentals
- Meets with members and provides BEO for specific events encompassing all necessary information
- Manages room set up and breakdown for events, meetings, and room reservations

- Works with other Food & Beverage Managers with assigning and monitoring opening/closing procedures
- Assumes the role of Opening or Closing Manager on duty to ensure member satisfaction
- Interacts with members answering questions, solving problems, overseeing services, and taking reservations
- Administrative link between the kitchen and all service staff
- Maintains a high level of member contact
- Works with Food & Beverage team for staffing and formulating the standard operating procedures for all service staff during lunch and dinner functions
- Transmits necessary information to all department heads in a timely manner, including BEO function sheets
- Complete other duties as assigned by the General Manager or Food & Beverage Director

## **CANDIDATE QUALIFICATIONS**

- Two years of private club event management experience
- Two years of food and beverage supervisory experience
- Computer literacy including knowledge of the Microsoft Office Suite, Canva and POS systems including Jonas, ForeTees and Golf Genus
- Recommended certifications, CPR/AED, Food Manager, and Safe Serve Alcohol
- Requires working a varying schedule based on club need and will include nights, weekends, and holidays
- A friendly and outgoing personality with strong communication skills
- A true commitment to the profession and high ethical standards
- Impeccable and verifiable references

## **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers a performance bonus and benefits package, vacation, LTD, STD, Life insurance, Holiday Bonus, 401k and a great working environment with a dedicated team of professionals.

## **SEND RESUME & COVER LETTER TO:**

Individuals meeting or exceeding the stated requirements are encouraged to contact:  
Mark W Neneman, COO Palmira Golf Club [mneneman@golfclubatpalmira.org](mailto:mneneman@golfclubatpalmira.org)

