



Director of Human Resources

Port Royal Club

Naples, FL

About Port Royal Club

Port Royal Club, located in the heart of the prestigious Port Royal neighborhood in south Naples, Florida, is a private beach club dedicated to luxury, leisure, and exceptional service. Membership is exclusively tied to property ownership within the Port Royal community, making the Club a cornerstone of one of the most distinguished addresses in the country.

Our Club offers an array of world-class amenities, including a 10,000-square-foot fitness center featuring yoga, Pilates, and spin classes, as well as a serene spa for wellness and rejuvenation. The tennis center boasts nine Har-Tru clay courts and a 1,300-square-foot pro shop, catering to both recreational and competitive players.

Following the impact of Hurricane Ian in 2021, the Club has embarked on an ambitious \$100 million renovation to reimagine our facilities. The new clubhouse—set to open in fall 2026—will embrace timeless West Indies architecture and offer an elevated member experience, featuring a coffee shop, three signature restaurants with indoor and outdoor dining overlooking the Gulf of Mexico, four bars, a banquet venue, a lap pool, and access to our pristine private beach.

This is an exciting time to join the Port Royal Club as we prepare to unveil a new chapter in our storied history.

About the Role

We're seeking an experienced and people-focused **Director of Human Resources** to lead the Club's HR function and serve as a strategic partner to our leadership team. This role is responsible for shaping and supporting a high-performance, inclusive workplace culture through recruiting, onboarding, employee development, compliance, benefits administration, and employee engagement.

As a key member of the Club's leadership team, the Director will play a vital role in preparing for a transformative period in the Club's history, as we undergo a major renovation and reimagine our employee experience.

Key Responsibilities

- Lead the full-cycle recruitment and onboarding process
- Manage the Club's H2B visa staffing program, including compliance and seasonal planning
- Partner with leadership to resolve employee relations matters with empathy and fairness
- Administer and evaluate employee benefit programs, including open enrollment



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- Ensure compliance with all federal, state, and local employment laws and regulations
 - Oversee employee communication efforts and internal engagement programs
 - Support and coach department leaders on HR best practices, policies, and performance management
 - Maintain accurate employee records and HRIS system
 - Administer workers' compensation claims and respond to unemployment inquiries
 - Coordinate employee recognition, appreciation events, and wellness programs
 - Manage and reconcile payroll and benefits processes with accuracy and timeliness
 - Stay current on employment law and HR trends to support a proactive HR function
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Candidate Qualifications

- Bachelor's degree in Human Resources, Business Administration, Psychology, Education, or Organizational Development (or equivalent)
 - 8–10 years of progressive HR experience, preferably in hospitality or a related service industry
 - Strong working knowledge of HR practices, compliance, and employment law
 - Proven success managing employee relations, HR operations, and benefits
 - SHRM-SCP, SPHR, or similar professional certification preferred
 - Excellent interpersonal, communication, and organizational skills
 - Proficiency in Microsoft Office and HRIS platforms
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Salary and Benefits

Salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package, including association membership.

Apply Today

To apply, please submit your resume and a thoughtful cover letter addressed to **Mr. Augusto Francisco, Chief Hospitality Officer/GM**.

Your cover letter should clearly articulate:

- Why this role aligns with your skills and experience
- Why you are interested in joining Port Royal Club at this stage in your career
- How relocating to (or remaining in) Naples, FL would benefit you, your family, your professional growth, and the Club

Please send your resume and cover letter to: hr@portroyalclub.org
