

San Jose Country Club
General Manager/COO
Jacksonville, FL
www.sjccjax.com

The Beginning. Twenty years before San Jose Country Club was founded, the San Jose area was being developed as a residential neighborhood. The original 18-hole golf course was designed by noted golf course architect Donald Ross, and was completed in 1925. The original portion of the present clubhouse was designed by Harold F. Saxelbye, prominent Jacksonville architect, and built in 1927 for the guests of the old San Jose Hotel, now the campus of The Bolles School. During the Depression the hotel failed, but the golf course and clubhouse continued as a semi-private operation for many years prior to 1946. In 1946, Stockton, Whatley and Davin Company acquired the club property from the DuPont Estate, created the San Jose Investment Company which purchased the land and leased it to the country club with an option to purchase. The Club's charter was approved on April 16, 1947, with 224 names on the roster. **For the rest of the club's rich history, please visit the Club website shown above.**

Jacksonville's Favorite Country Club Since 1947. Welcome to San Jose Country Club, Jacksonville's favorite family country club since 1947. Our member-owned private club is on the National Register of Historic Places and features first class golf, tennis, fitness, aquatics and dining, as well as events and activities for all ages and interests. Ours is a gracious and welcoming gathering place filled with friendly members who cherish the lifelong friendships and heartfelt memories they've made at our Club. We are proud to have many multi-generations of families who pass on the venerable tradition of membership to their children and grandchildren. We are committed to delivering impeccable, personalized service, with many of our staff having 10, 20 and even 30 years of delighting and indulging our members. Step inside our sanctum and feel the serene and relaxing atmosphere that inspires you to leave your cares behind and refresh your soul.

The Club has nearly completed a multi-million-dollar renovation of the clubhouse and golf course, and we expect to have all our facilities fully operational by October 15, 2020.

Age of Club

Established 1947

Number of Members

760 dues paying members

Club Ownership

Member-Owned

Gross Dollar Volume

\$7,000,000

Member Dues Income

\$4,000,000

Food & Beverage Income

\$2,000,000

Club Amenities include the following:

- 44,000 sf Clubhouse (Adult Lounge, Casual dining & Special Event Space, Member Grill)
- 14,000 sf Fitness Center
- 12 Tennis Courts (clay) all lighted
- Pool
- Kids activity room

Clubhouse Dining

Ballroom	Seated Meal 240	Seated Meal with Dance Floor 150	Stand up Reception 350
St Augustine	Seated Meal 70	Stand up Reception 70	Ceremony 182
Terrace	Seated Meal 60	Stand up Reception 120	
San Jose	Seated Meal 32	Stand up Reception 40	
St Johns	Seated Meal 25	Stand up Reception 30	
Outside Patio	42		
Donald Ross	140		
Donald Ross Lounge	12		
Men's Lounge	32		

Brief Job Description

The position is for a GM/COO (Manager). The primary objective is for the Manager to be the “face of the Club” and to ensure that the goals and objectives set by the Board are met specifically as they relate to meeting and exceeding Members’ expectations, financial management, team development and upholding the Club culture, reputation, and Member quality standards. The Manager will provide visionary leadership to the Club staff, provide performance summaries to the Board on a monthly basis, participate in Board of Governors meetings and participate in Standing Committee meetings. The Manager will be visible and engaging with the Members during peak Member usage times. The Manager will also be visible to employees and foster an open-door TEAM culture while striving to be the “employer of choice” in the area.

Candidate qualifications

The successful candidate will ensure that the Club is consistently striving to provide the “best in its class” service and programs provided to Members and their guests. Additionally, proven ability to effectively communicate with all constituencies is critical; as is the ability to lead the staff, clearly understand and explain financial performance, with verifiable strengths in membership development and satisfaction, all aspects of club operations, facilities maintenance, club and staff communications, diverse and creative Member activities, and the ability to consistently achieve and exceed goals and objectives set forth by the Board.

Candidate recommended requirements

- 4-year degree (Business and/or Hospitality degree preferred)
- CCM designation a plus
- 5 or more Years of Private Member Owned Country Club experience as a General Manager
- Verifiable background and experience in Food and Beverage
- Verifiable success in membership development and retention
- Outstanding senior staff development, communication, and training in all departments
- Experience overseeing large capital projects as part of a Master Plan
- Outstanding references from prior Board Members
- Proven track record of community involvement and leadership

Personal Conduct

- Conducts him/herself on and off Club property in a manner which reflects the integrity of the Club and the high personal standards expected of the Club staff.
- Maintains the highest standards of professional appearance, dress and personal conduct so as to command the respect of the Club membership, community, and the Club staff.

Compensation Components

- The compensation will be competitive and consistent with Clubs in the southeast region of the United States similar to San Jose CC in size of membership, amenities, and total revenue.
- Annual Performance Bonus will be offered
- Employee benefits (including health insurance and 401K plan)
- CMAA Education Benefits Budget Provided
- Relocation allowance provided

Anticipated Starting Date Range November 15-30, 2020

The Club will pay reasonable and customary expenses associated with the interview and relocation requirements.

The Club will offer an employment agreement to the successful candidate.

Please **e-mail** a **cover letter**, **resume** and **recent digital photo** to: agcgreg60@gmail.com

For more information on Club Specialists Intl. (CSI) please visit the website below: www.clubspecialists.com

No Phone Calls Please