

Birchwood Farms Golf & Country Club Job Description

General Manager/COO

Birchwood is a 740+ membership Club with 27 holes of golf, an outstanding tennis facility, 3 food service venues, recently remodeled pool and numerous other amenities.

Interested candidates should reply to Steven H Judd, President. Birchwood Farms Golf and Country Club, 600 Birchwood Drive, Harbor Springs, MI 49740. All correspondence should be marked "CONFIDENTIAL"

Summary: Serves as the Chief Operating Officer (COO) and has overall responsibility for the management of all Birchwood operations. Reports to Board of Trustees (Board) and is responsible for carrying out the Clubs' policies and adhering to the objectives, strategies and policies established by the Board. Actively interfaces with the Executive Committee of the Board and the Club Committee Chairs facilitating meetings, implementing/monitoring programs and initiatives and providing reports on Club activities and programs. Develops, maintains and administers a business plan supported by annual budgets and marketing plans.

Duties and Responsibilities:

- Supervise all club activities to include: Golf Course Operations, Dining, Food & Beverage, Security, Finance, and Racquet Sports (see attached organizational chart).
- Provide financial direction in preparing the annual operating and capital budgets coordinating with the Finance Committee, Controller and Department Heads. Will operate in accordance with the approved budget and will report the Club's financial position to the Board of Trustees on a monthly basis.
- Closely monitors budget information and financial statements taking proactive, corrective action as require staying within budget parameters.
- Manage Birchwood's dining services (F & B, kitchen) so as to provide the membership with the food and service that creates an overall first rate dining experience.
- Interact with members, actively soliciting opinions and input on the Club's facilities and services. Membership visibility and accessibility is a critical part of the job.

- In coordination with Department Heads, set standards for recruitment, hiring, training, supervision and timely evaluation of the entire club staff.
- Oversee and administer compensation and benefit programs that are consistently applied and fall within budget guidelines.
- Ensures that the Club is operated in accordance with all applicable local, state and federal laws.
- Manage the Marketing and Sales programs promoting Birchwood's facilities and services to the community and potential members.