

General Manager

Red Run Golf Club

2036 Rochester Rd.
Royal Oak, Michigan
redrungolfclub.com

Red Run Golf Club has maintained a tradition of excellence in competition, camaraderie and ambiance since its beginnings in 1914. Over the years, the club has benefited from its diverse membership, improving the quality of the facilities and strengthening the sportsmanship spirit. Good time to be had by all is of paramount importance to the philosophy of Red Run's members. Great traditions survive only if they represent the ultimate in human effort and achievement.

Over the years, Red Run Golf Club has established many fine traditions, not only in respect to the great game itself, but also in maintaining a high standard of social life for its membership. In alignment with these traditions Red Run Golf Club is in search of its next General Manager to lead its high quality staff, services and operations.

POSITION SUMMARY

Serves as the general manager of the club: manages all aspects of the club including its activities and the relationships between the club and its Board of Directors, members, guests, employees, community, government and industry. Coordinates and administers the club's policies as defined by its Board of Directors. Develops operating policies and procedures and directs the work of all department managers.

Implements and monitors the budget, monitors the quality of the club's products and services, and ensures maximum member and guest satisfaction. Secures and protects the club's assets, including facilities and equipment.

OPERATIONAL AREAS OF FOCUS*

- Food & Beverage
- Facilities
- Finance
- Golf Operation
- Golf Shop
- Greens & Grounds
- Swimming
- Tennis

***The highly qualified candidate will have demonstrable experience in the above focus areas**

REQUIRED ATTRIBUTES

Respected Leader	Personable	Able to Handle Criticism	Positive Disposition
Approachable	Confident	Problem Solver	Able to Speak Truth to Power

REQUIRED SKILLS

Supremely organized	Personnel Management	Financial Stewardship
Budget Preparation	Food & Beverage Management	Union Administration

TACTICAL & STRATEGIC DUTIES

- Creates and maintains a strong partnership with the Board of Directors
- Implements general policies established by the Bylaws of the Club; directs their administration, ensures compliance and oversees execution
- Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies
- Coordinates the development of the club's long range and annual (business) plans
- Develops, maintains and administers a sound organizational plan; initiates improvements as necessary
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs
- Maintains positive relationship with employee union
- Maintains membership with the Club Managers Association of America and other professional associations.
- Attends conferences, workshops and meetings to keep abreast of current information and developments in the field
- Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required
- Coordinates and serves as ex-officio member of appropriate club committees

GENERAL MANAGEMENT

- Meets and greets all club members and guests during their visits to the club
- Is visible, on grounds, to employees, members & guests alike
- Indoctrinates new members to practices and traditions of the club
- Provides advice and recommendations to the President and committees about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans and/or budgets
- Consistently assures that the club is operated in accordance with all applicable local, state and federal laws
- Oversees the care and maintenance of all the club's physical assets and facilities
- Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members
- Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services
- Establishes and monitors compliance with purchasing policies and procedures
- Reviews and initiates programs to provide members with a variety of popular events
- Analyzes financial statements, manages cash flow and establishes controls to safeguard funds.
- Reviews income and costs relative to goals; takes corrective action as necessary
- Works with department heads to schedule, supervise and direct the work of all club employees
- Attends meetings of the club's Executive Committee and Board of Directors
- Participates in outside activities that are judged as appropriate and approved by the Board of Directors to enhance the prestige of the club; broadens the scope of the club's operation by fulfilling the public obligations of the club as a participating member of the community

REPORTING STRUCTURES

- To Club President and Board of Directors
- Supervises: Assistant General Manager; Food and Beverage Director; Controller; Golf Professional/Director of Golf; Golf Course Superintendent; Executive Chef & Maintenance Engineer

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