



Position Description

General Manager

Established in 1975, Oxbow Country Club has always had a great tradition as the best golf course in the Fargo area. In 2019, the Club completed its five-year, complete renovation of the course by Robert Trent Jones Jr, to join the new 10M clubhouse that was completed in 2016. The links style layout challenges all levels of player, stretching out to over 7,300 yards from the championship tees, and was recently rated the #1 golf course in North Dakota by Golf Digest. The new clubhouse is the finest in the area, with views overlooking the ponds and course, and wonderfully appointed dining rooms, locker rooms, and golf shop. Oxbow offers its members exceptional dining, a resort style aquatic facility, complete with kid's pool and hot tub, as well as the ability to host banquets up to 300 people. Oxbow currently has around 300 golf members and 90 social members.

In the past few years, Oxbow has become known as the most family-centric club in the area, and provides year-round programming geared toward all members, particularly families. Membership has grown each of the past two years, and the Club is now discussing at what number to cap membership. Most recently, the Club purchased two new Trackman Simulators for winter use, and upgraded our winter arcade. The Club has very little debt, and operates on the Club Benchmarking model of separating the operating and capital ledgers. The Club also had a capital reserve study completed in 2021.

General Manager – Position Description Summary

Oxbow Country Club is looking for a General Manager with strong leadership, managerial, and communication skills to support the daily operations of the club, as well as provide long term strategic vision and guidance. The General Manager will be expected to continue the growth of membership, as well as to continually enhance service at the club, lead and develop staff involved in club operations, and manage the annual financials for the club. Oxbow has a tenured management team in place, and is looking for a leader to continue to make the Club the best in the Fargo area.

Job Knowledge, Competencies, and Responsibilities

- Must have working knowledge of all facets of club operations with a strong emphasis on food and beverage, membership marketing, financial management, budgeting and planning, and overall club administration
- Must act with the highest integrity, professionalism, accountability, and dedication
- Must have strong organizational and analytical skills
- Must have the ability to effectively lead, manage, and develop department managers and their teams
- Must have the ability to think strategically while meeting operational and short-term objectives
- Must have a high attention to detail, sense of urgency, and focus on member and guest satisfaction
- Must be able to work well with the Board of Directors and all club committees

- Must be able to oversee the care and maintenance of all physical assets and facilities
- Must be able to oversee and direct membership recruitment, plans, and strategies for new member growth and current member retention
- Other duties as assigned by the Board of Directors that are consistent with this job description

Education and/or Experience

- Bachelor's degree from a four-year college or university preferred, with an emphasis on hospitality, business management or related major preferred
- 3+ years of experience as a General Manager, Assistant General Manager, or Clubhouse Manager in a private or semi-private club setting
- Experience with club finances
- Previous food and beverage experience required
- Current CCM designation, or in pursuit of designation

Compensation & Benefits

- Base Salary and Performance Bonus
- Health Savings Account Plan
- Cell Phone Plan
- Simple IRA with Matching Contribution
- Paid Time Off
- Full Family Membership Privileges
- CMAA/PGA Dues

Please email cover letter and resume to Tami Henke, President of Oxbow Country Club, at tamihenke@far.midco.net for consideration.