



ROCKFORD COUNTRY CLUB  
ESTABLISHED 1899

## General Manager Posting

Position Title: **General Manager**  
Job Location: Rockford Country Club  
Application Closing Date: Until filled  
Classification: Salaried, Exempt, Full-time, Non-Seasonal

Located in Rockford, Illinois, Rockford Country Club, features an 18-hole, par-71 golf course overlooking the Rock River. The club was originally designed as a 9-hole course by Herbert James (H.J.) Tweedie in 1899. Today, more than 120 years later, Rockford Country Club includes an expansive clubhouse with a member grill, an expanded outdoor deck overlooking the Rock River, banquet facilities, an Olympic-sized swimming pool, tennis courts and skeet house for skeet and trap shooting. The club also boasts a strong caddie program and is a supporter of the Evans Scholars Foundation. Over the last 3 years, the Club has enrolled over 80 new Members and continues to grow.

For more information additional information on Rockford Country Club, please visit the website at [www.rockfordcc.com](http://www.rockfordcc.com)

### Position Summary

Rockford Country Club is seeking a dynamic individual to lead our team as General Manager. This person will be the visible and accessible leader to both the Members and Staff alike. The General Manager will have the capacity to consistently guide all Club operations will keeping in mind the wishes and desires of the Board of Governors and the Membership. The General Manager will act as the leader, mentor, and liaison between all Department Heads and Committees. Must have a strong Food and Beverage Background.

### Position Requirements:

- Implements general policies established by the Board of Directors; directs their administration and 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.
- Liaison to all of the Club's standing committees and committee chairpersons.
- Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.
- 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.
- 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.
- 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.
- Works with subordinate department heads to schedule, supervise and direct the work of all employees.
- Attends meetings of the Club's Board of Governors.
- Maintains professional memberships and associations. Attends conferences, workshops and meetings to keep abreast of current information and developments in the field.

- The ability to attract, hire, develop and lead a high performing team of professionals and support staff, while setting and maintaining standards of performance, implementing sustainable training protocols, and building a culture of ongoing accountability. One who intuitively creates collaborative work environments with both staff and Members.
- Is decisive, visionary, committed, energized and passionate about the role and RCC.
- Is capable of a high degree of self-motivation, resourcefulness and diplomacy.
- Who sets the ‘tone at the top’ with instinctive assertive hospitality, motivating those around him/her to perform in a similar manner.
- Having outstanding “change management” skills and previous experience in transitional business modeling development and execution is highly desirable. Similarly, having a skillful approach to conflict management and resolution is ideal.

### **Candidate Qualifications**

- The General Manager will be the consummate professional; well versed in all facets of Club administration. He or she will have a strong working knowledge with the following skills and attributes:
- A minimum of Three years as a General Manager, Assistant General Manager or Clubhouse Manager in a comparable country club setting.
- Candidates will have a working knowledge of all facets of club operations with strong emphasis on:
  - Financial management, business development, management of complex capital projects.
  - Food and beverage management.
  - Membership growth, retention, and engagement.
  - Vision and strategic planning.
- Marketing and branding experience.
- A career path marked with a logical progression of title and responsibility, stability of tenure and accomplishment.
- The ability to function in a Committee oriented environment; to respond to the ideas and energies of the Club’s Standing Committees. The ability to deal with a variety of personalities.
- A Hospitality, Business Management or related degree is preferred.
- Proven and verifiable leadership qualities with demonstrated ability to direct, coordinate and control all facets of unique and diverse club environment comprised of varying member demographics and diverse wants and needs.
- Exceptionally strong communication and facilitation skills, both written and verbal, with the desire and ability to interact effectively with all factions of members.
- The ability to operate with an entrepreneurial, creative, and innovative mindset.

### **Salary and Benefits**

Rockford Country Club will offer competitive compensation and benefits package to include:

- A base salary and annual performance bonus.
- Individual and family health insurance.
- Participation in the Club’s Retirement Plan.
- A full CMAA package to include dues and education expenses; to be determined in each year’s operating budget.

### **Please Send Resumes to:**

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