



TRUMP NATIONAL GOLF CLUB

COLTS NECK | NEW JERSEY

PRIVATE EVENT SALES MANAGER

FLSA Status: Exempt

Department: Food & Beverage

Reports to: General Manager

ABOUT TRUMP NATIONAL GOLF CLUB, COLTS NECK

Trump National Golf Club, Colts Neck is a premier private club on the Jersey Shore, consisting of an 18-hole Championship Course, 5-hole Executive Course, 4-Har-Tru Tennis Courts, 4 Pickleball Courts, Fitness Center, a Pool, and a 60,000 square foot Clubhouse with multiple Dining and Event facilities. We take pride in delivering unparalleled service to our members and guests in an elegant and welcoming atmosphere.

We are seeking an experienced and highly motivated Clubhouse Manager to lead our food and beverage operations. This individual will play a pivotal role in ensuring exceptional member and guest experiences by overseeing dining services, banquet operations, staffing, financial performance, and overall service excellence.

KEY RESPONSIBILITIES

- Responsible for seeking new business and ensures return business in order to meet or exceed revenue goals. Participates in pre-event presentations, property tours, and customer meetings.
- Develops a marketing plan designed to increase revenue growth in both the corporate and social markets.
- Updates our marketing websites such as the Knot with recent photographs of events.
- Coordinates use of clubhouse space for contacted functions along with member events and golf outings.
- Works closely with Banquet Manager in maintaining proper management of all catered events, including, but not limited to: basic set up, table placement, buffet design, bar location, sales, marketing, planning, merchandising, servicing, and corresponding administrative procedures.

- Prepares, implements, and compiles data for various reports such as daily CRM maintenance and other reports as directed.
 - Assists in the development of catering and banquet menus, banquet wine lists and bar menus, pricing, catering contracts, and rental fees.
 - Develops and maintains vendor profiles to include: audio visual, floral, equipment rental and photographers.
 - Ensures accurate and timely invoicing for all services rendered, to include recording events in the POS system.
 - Develops a month calendar, listing all of the existing catering events. Communicates with various departments regarding event details to ensure successful completion of all events.
 - Develops banquet event orders and conducts weekly meetings to review with staff. Develops and distributes a 10-day forecast with complete banquet event orders.
 - Update all departments in regards to changes in details of event execution.
 - Monitors business volume forecast and plans accordingly in areas of manpower, productivity, costs and other expenses.
 - Produce and update competitive price set on a yearly basis.
 - Communicates any changes or new policies and procedures to the department heads.
 - Regular and reliable attendance.
 - Coordinates staff sales meetings with F&B Team and other sales managers.
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CANDIDATE QUALIFICATIONS

- **Experience:** Minimum of 3 years of event sales experience in a high-end hospitality setting
 - **Skills:** Exceptional communication and organizational skills
 - **Knowledge:** Strong understanding of food and beverage banquet operations
 - **Technology:** Proficiency in POS systems, budgeting, and event management software is preferred.
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EDUCATIONAL REQUIREMENTS

- A Bachelors degree is preferred

COMPENSATION & BENEFITS

- Competitive base salary based on experience and qualifications
 - Significant monthly commission/incentive income
 - Annual bonus
 - Health, dental, and vision insurance for employees and their families
 - Company 401(k) plan
 - Paid Vacation and personal time
 - Career development opportunities
 - Trump Golf clothing allowance
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INTERESTED APPLICANTS

Send Cover Letter and Resume to Andrew Kiser, General Manager at:
andrew.kiser@trumpgolf.com

