

**Brae Burn Country Club
General Manager /COO
Purchase, NY**

Located in the heart of New York State’s prestigious Westchester County, Brae Burn has been a cherished part of the community since its founding in 1964. Today, its beautifully renovated interiors, elegantly landscaped grounds and outstanding amenities continue to offer a setting of unparalleled grace for private and corporate events as well as a rich array of activities for the Club members.

Location

Purchase, NY

Website

www.braeburncc.org

Age of Club

Established 1964

Number of Members

400

Club Ownership

Member-Owned

Gross Dollar Volume

\$11,400,000

Member Dues Income

\$7,500,000

Food & Beverage Income

\$2,700,000

Club amenities include the following:

- 18-hole Championship Golf Course
- 11 Har-Tru Tennis Courts
- State of the art practice facility
- 1 large pool
- Fitness Center
- Banquet Space
- Board Room
- Member dining room

Brief Job Description

The position is for a GM/COO (Manager). The primary objective is for the Manager to be the “face of the Club” and to ensure that the goals and objectives set by the Board are met specifically as they relate to meeting and exceeding Members’ expectations, fiscal management, team development and upholding the Club culture, reputation, and Member quality standards. The Manager will provide visionary leadership to the Club staff, provide performance summaries to the Board on a quarterly basis, participate in Board of Governors meetings, participate in Standing Committee meetings as needed and execute the strategic plan developed by the Board of Directors in 2022. The Manager will be visible and engaging with the Members during peak Member usage times. The Manager will also be visible to employees and foster an open-door TEAM culture.

Candidate qualifications

The successful candidate will ensure that the Club is consistently striving to provide the “best in its class” service and programs to Members and their guests. Additionally, proven ability to effectively communicate with all constituencies is critical; as is the ability to lead the staff, clearly understand and explain financial performance, with verifiable strengths in membership development and satisfaction, all aspects of club operations, club and staff communications, consistent and creative Member activities, and the ability to consistently achieve and exceed goals and objectives set forth by Board.

Candidate recommended requirements

- 4-year degree (Hospitality degree preferred)
- CCM designation a plus
- 4-Years of experience at a Private Member Owned Club experience as a General Manager
- Verifiable background and experience in Food and Beverage
- Verifiable success in membership development and retention
- Outstanding staff development, communication, and training
- Outstanding references from prior Board Members
- History of developing management team members
- Keen understanding of the club's financial targets (by dept.), trained on Jonas software and the ability to adjust the club budget to changing economic trends to maintain maximum efficiency without compromising the member experience.
- Experience in managing seasonal employees (Visa's)

Personal Conduct

- Manager conducts themselves on and off Club property in a manner which reflects the integrity of Brae Burn Country Club and the high personal standards expected of the Club staff.
- Maintains the highest standards of professional appearance, dress, and personal conduct so as to command the respect of the Club membership and staff.

Compensation Components

- ***Executive level base salary and bonus that is equal to the Top 10% of GM/COO's in the private club industry***
- The compensation will be competitive and consistent with Private Clubs in the northeast region of the United States similar to Brae Burn in size of membership and total revenue.
- Performance Bonus incentives up to 20% of the base salary
- Employee benefits (including health insurance and 401K plan)
- CMAA Education Benefits Provided
- Relocation allowance provided

Anticipated Starting Date October 1, 2022

The Club will pay reasonable and customary expenses associated with the interview and relocation requirements.

The Club will offer an employment agreement to the successful candidate.

Please e-mail a **cover letter, resume** to:

[**airwin@braeburncc.org**](mailto:airwin@braeburncc.org)

Owner's current consulting firm is Club Specialists Intl. For more information on Club Specialists Intl. (CSI) please visit our website below:

[**www.clubspecialists.com**](http://www.clubspecialists.com)

No Phone Calls Please