



The La Crosse Country Club, a member owned Golf, Pool, Tennis and Social Club, was founded in 1900 in the City of La Crosse. In 1994, the Club was fortunate to move to a new location in Onalaska in the picturesque Emerald Valley with an Arthur Hills designed golf course, two swimming pools, five tennis courts and a new club house. The Club provides fine and casual dining, social events, weddings, private parties and meetings for members and guests. The club has active youth programs for golf, tennis and a swim team. The La Crosse Country Club is one of the premier private clubs in Western Wisconsin. Please check out our website: **lacrossecountryclub.com**

POSITION TITLE: *General Manager*
 La Crosse Country Club

REPORTS TO: President and Board of Directors

JOB SUMMARY

Serves as operating officer 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 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.

ESSENTIAL FUNCTIONS

1. Implements general policies established by the Board of Directors; directs their administration and execution.
2. Plans, develops and approves specific operational policies, programs, procedures and methods in concert with general policies.
3. Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs.
4. 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.
5. 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.
6. Coordinates and serves as ex-officio member of appropriate Club committees.
7. Welcomes new club members; "meets and greets" all Club members as practical during their visits to the Club.
8. 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.



9. Consistently assures that the Club is operated in accordance with all applicable local, state and federal laws.
10. Oversees the care and maintenance of the Club's physical assets and facilities.
11. Coordinates with membership committee the marketing and membership relations programs to promote the Club's services and facilities to potential and present members.
12. Coordinates the development and implementation of all Club printed materials menus, wine list, handbooks, applications, etc.
13. Ensures the highest standards for food, beverage, sports and recreation, entertainment and other Club services.
14. Establishes and monitors compliance with purchasing policies and procedures.
15. Reviews and initiates programs to provide members with a variety of popular events.
16. Analyzes financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary.
17. Works with department heads to schedule, supervise and direct the work of all employees.
18. Works with subordinate clubhouse department heads to ensure effective orientation and training for all new staff and professional development activities for experience staff.
19. Attends meetings of the Club's Board of Directors.
20. 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.

QUALIFICATIONS

Education and Experience:

- A. Four year degree in Business Administration or related field, or equivalent experience.
- B. Five to seven years of experience in the restaurant/club business including a minimum of two years experience supervising a diverse staff of reporting departments.

Special Requirements:

- A. Excellent organizational and analytical skills.
- B. Good oral and written communication skills.
- C. Good supervisor and managerial skills.



Please submit your resume and cover letter to:

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