



SAHALEE COUNTRY CLUB GENERAL MANAGER POSITION

FACILITY

Sahalee Country Club

DATE AVAILABLE

Immediately or when selected individual is available

FACILITY DETAILS

Sahalee Country Club is a member-owned private 27-hole golf club located in Sammamish, Washington near Seattle. The golf course was originally designed by Ted Robinson and opened in 1969 and offers the premier golf experience in the Northwest. Sahalee has been ranked among the top 100 courses in America by Golf Digest for over 35 years and has hosted several major professional championship events including the 1998 PGA Championship, 2002 World Golf Championships-NEC Invitational, 2010 US Senior Open, and the 2016 KPMG Women's PGA Championship.

In 1996, noted golf course architect Rees Jones oversaw the redesign and renovation of the bunkers and many key features of the championship North and South courses. Similar work was completed on the East course after the 1998 PGA Championship. In 2000, the driving range was significantly improved with the addition of target greens and bunkers, a new drainage system, and improved range field. In 2001, a new 43,000 sq. ft. clubhouse was built and includes expanded dining and locker room facilities, a view deck, and an indoor golf studio. Most importantly, the design and décor of the clubhouse vividly showcase the natural beauty of Sahalee and is the embodiment of the native translation of the word Sahalee which is "high heavenly ground."

Mission Statement of Sahalee CC

The mission of Sahalee Country Club is to consistently provide outstanding golf and social experiences, to further promote the game of golf, and to be recognized as one of the premier golf clubs in America.

The Club features

- 500 equity golf members, 155 spousal members, 33 junior executives, 37 seniors members, 200 intermediate and junior members and 137 social members
- 40,000 plus rounds/year
- 2020 operating budget of \$7.9 Million
- 2019 Staff – 47 full time employees and 65 part time/seasonal employees

JOB SUMMARY

The General Manager is accountable to the President and the Board of Directors

The General Manager implements and adheres to the policies and goals established by the Board of Directors. The GM supervises, organizes, directs, coordinates and controls the operation of the Club in total compliance with the by-laws and with the basic flow of authority from the Board of Directors to the General Manager, to the Department Heads and to the Employees. The General Manager is responsible for all phases of management and accountable to the Board for the performance of the management team and for operating results.

There are three key professional staff positions: the General Manager, the Director of Golf Professional and the Director of Golf Course Operations. As professionals in their own fields, their expertise is needed by the Club. The General Manager must value the training and experience of the Club's other key professional staff and not try to run the technical aspects of their operation. Rather, the General Manager will provide administrative and financial direction and review and be available for managerial counsel on all matters.

GENERAL RESPONSIBILITIES/ATTRIBUTES

- Coordinates all functions of the club.
- Is responsible to the Board of Directors for the administration and operation of all club property and affairs, and all club facilities.
- Implements and adheres to the policy established by the Board of Directors.
- Develops operational policies and is responsible for the creation and implementation of standard operating procedures for all areas of the Club consistent with policies established by the Board of Directors.
- Prepares the annual budget for review by the Finance Committee and presentation to the Board of Directors. After Board approval, manages and controls the operations to attain the desired results. The General Manager also investigates and explains budget variances.
- Coordinates all management functions of the Club.
- Ensures the Club is in compliance with all federal, state and local laws pertaining to local clubs.

- Performs annual performance evaluations for all key employees. Each employee should have annual goals and objectives that are specific, measurable and achievable.
- Ensures that the club is adhering to all local and state regulations to provide a safe and fair work environment for all employees.
- Ensures that a grievance procedure is established that all employees understand and know how to use.
- Ensures that all employees understand Sahalee's sexual harassment policy and, if necessary, have access training.
- Recognizes that training is the key to member satisfaction. Promotes the concept of providing authority with responsibility.

REQUIREMENTS

- Bachelor's degree – Business Administration or equivalent
- Club Management CCM designation
- 7 years of experience at a private club preferred
- Plays and enjoys the game of golf

SALARY

Commensurate with experience

BENEFITS

Excellent benefits package includes-

- Paid family health care: medical, dental, vision, and supplemental life.
- Cell phone allowance
- Paid vacation/holidays/sick time
- Club contributes to 401k
- Meals
- Paid CMAA dues
- Continuing education allowance
- Family use of club facilities

APPLICATION

Submit resume and cover letter in Word or PDF format **by email only** to:

Dawn Naye

Sahalee CC President
DNaye@dawnamicsolutions.com

Jim Pike
Director of Golf
Sahalee Country Club
Jim.pike@sahalee.com

You will receive a confirmation email reply once your documents have been received and opened.

APPLICATION DEADLINE BY FEBRUARY 5, 2020