



*The Country Club of Virginia*  
**James River Clubhouse Manager**

**Club Profile**

The Country Club of Virginia is one of the oldest and finest private, member-owned clubs and has been consistently ranked among America's "Platinum" country clubs by the Club Leaders Forum. Located in Richmond, CCV was organized in 1908, and continues to be one of the nation's largest full-service country clubs. The Club's 7,600+ members support 1,111 acres containing two beautiful clubhouses situated seven miles apart, 54 holes of golf, racquet sports, fitness, and aquatics. In season, CCV employs a staff of more than 600, and the annual budget exceeds \$30 million.

**The James River Campus**

The James River property is the golfing center of the Club, with a pro shop and two 18-hole golf courses. The James River site is also home to a large clubhouse which features dining, two snack bars, locker rooms, offices, and support facilities. Additionally, this campus has substantial areas devoted to wildlife and boating activities, including a boat landing and boat storage. The dining room at the James River Clubhouse serves as both an a la carte and banquet space, complemented by the Ladies' Card Room and Men's Grill. Two nearby event spaces, the Farmhouse and the Red Brick Barn, also fall under the scope of the James River campus. Golf outings and tournaments, along with two course snack bars, account for a significant portion of revenues. Total a la carte seating is 230. The River serves lunch six days and dinner five nights per week. Annual a la carte revenue is \$580,000. Annual banquet revenue at the James River Clubhouse is \$750,000.

**The National Stage**

The James River campus serves the host site of the PGA TOUR Champions Dominion Energy Charity Classic golf tournament, which hosts over 25,000 spectators annually. CCV is proud to have received the Players Award consecutively in 2016 and 2017, an unprecedented accomplishment. The award is voted on by the PGA TOUR players themselves, with all 28 host sites competing for the honor.



## **The Position**

The James River Clubhouse Manager is recognized as a Senior Management position within the organization. The James River campus is situated seven miles away from CCV's main clubhouse; therefore, the James River Clubhouse Manager operates with a high degree of independence and autonomy. The wide array of events and functions at the James River campus ensures a constant influx of new and exciting opportunities to exercise creativity, including direct oversight of the PGA TOUR Champions Dominion Energy Charity Classic golf tournament. The James River Clubhouse Manager is the face of the Club at "The River."

The Clubhouse Manager has responsibility for all day-to-day activity at the James River location, with the exception of golf. The position supervises a front-of-house staff of 40-50 (including 3 managers and supervisors), and works closely with the Culinary, Golf, and Special Events departments. The Clubhouse Manager reports to the Club's Food & Beverage Director.

In addition to the principal emphasis on food and beverage, security, housekeeping, and facility maintenance are key areas of responsibility. The position offers substantial exposure to all facets of clubhouse operations and is considered an excellent grooming opportunity for a manager who aspires to be General Manager of a private club.

The ideal candidate will have a high degree of initiative and resourcefulness. Five years of experience in food and beverage operations and banquet management, along with the skills to successfully train employees, are required. Candidates must enjoy member interaction and possess strong written and verbal communication skills, as well as excellent computer proficiency. The ability to exhibit firm leadership of the staff, challenge the status quo, and think creatively will be key.

Strong knowledge of food and wine is necessary, as well as an understanding of and appreciation for the game of golf.

## **Compensation/Benefits/Application**

Salary commensurate with experience; other benefits include 401(k) retirement plan with employer contribution and match, fully paid life and long-term disability insurance, flexible spending account, partially paid health and dental insurance, a Club-provided smart phone, and professional development. Interested individuals should complete the online application in full and attach a resume and cover letter. Visit [www.theccv.org](http://www.theccv.org) to apply.

