



Assistant Director of Membership

Chevy Chase Club is a 131-year-old private, family centric, country club. Facilities and services include a full complement of sports, recreation and dining offerings for the Club's members and their guests. The Membership Director will:

- Guide candidates and sponsors through the membership journey, overseeing written communication, phone interactions, and handling candidate proposals and recommendation letters. This role is centered on member experience rather than sales. Prepare materials for the Board of Governors including agendas, invitations, meeting minutes, reports, and official correspondence.
- Report to the Director of Membership & Communications and serve as the executive administrator to the Board of Governors and General Manager.
- Work a Monday-Friday schedule with the rare special event held on a weekend day. The position requires early evening availability for Board events, twice per month.
- Benefit from familiarity and knowledge of the following software systems: Jonas, MembersFirst, BoardPaq, Microsoft Office and Salesforce, but this is not required.

The individual should exhibit a professional presence, social grace, and possess excellent written and verbal communication skills. He or she must be able to work independently, interact comfortably with a broad range of individuals, and be able to work efficiently with minimal supervision. Prior hospitality industry experience preferred. Prior experience as a private club membership director is not required.

Salary: Commensurate with experience and qualifications. Excellent benefits.

Please apply online: <https://www.chevychaseclub.org/careers/available-positions>