



Job Announcement: Clubhouse Manager

Westwood Club - Richmond, VA

Are you a dynamic and experienced club professional with a passion for hospitality and member engagement? The Westwood Club, an exclusive and esteemed private club located in Richmond, VA, is seeking a qualified individual to join our team as the Clubhouse Manager.

Position: Clubhouse Manager

Location: Richmond, VA

Type: Full-time

Responsibilities:

Operations Management: Oversee the day-to-day operations of the clubhouse and all food and beverage operations, ensuring a seamless and welcoming experience for members and guests.

Staff Leadership: Lead and inspire a team of service staff, providing training, guidance, and support to maintain high standards of service.

Member Relations: Foster positive relationships with club members, addressing inquiries and concerns promptly and professionally.

Event Operations: Execute various club events, including private functions, member socials, and special occasions, ensuring successful and memorable experiences.

Financial Oversight: Work closely with the Club's controller to manage budgets, control costs, and maximize revenue opportunities.

Facility Maintenance: Collaborate with maintenance and housekeeping teams to ensure the cleanliness, safety, and proper functioning of the clubhouse facilities.

Qualifications:

Bachelor's degree in Hospitality Management, Business Administration, or a related field is strongly preferred.

Minimum of 8 years of relevant experience in clubhouse or hospitality management.

Strong leadership and team management skills.

Excellent interpersonal and communication skills.

Proven ability to organize and execute events.

Financial acumen and budget management experience.

Knowledge of Richmond's social and cultural landscape is a plus.

How to Apply:

Interested candidates should submit a resume and cover letter to Casey Thomas at cthomas@westwoodclub.net. Please include "Clubhouse Manager Application" in the subject line.

The Westwood Club is an equal opportunity employer and welcomes candidates from all backgrounds to apply.