

KOPPLIN KUEBLER & WALLACE

THE MOST TRUSTED NAME IN EXECUTIVE SEARCH AND CONSULTING

GENERAL MANAGER PROFILE: CHAGRIN VALLEY HUNT CLUB GATES MILLS, OH

GENERAL MANAGER (GM) AT CHAGRIN VALLEY HUNT CLUB (CVHC)

The Chagrin Valley Hunt Club was founded in July 1909, by a visionary group of Northeast Ohio horseback riding and foxhunting enthusiasts. The Clubhouse was originally housed in the historic Maple Leaf Inn, an early stagecoach stop on the way to the bustling city of Cleveland.

The Club is seeking a General Manager (GM) who is an effective hands-on leader, business executive, and someone with impeccable credentials. The successful candidate should be widely respected and regarded for the way in which he/she conducts business, as well as for the results achieved thus far in his/her career. Especially critical is to be a keen developer/mentor of staff, and ensure that necessary and appropriate accountabilities are in place for all levels of employees within the CVHC organization.

[Click here to view a brief video about this opportunity.](#)

CHAGRIN VALLEY HUNT CLUB

Nestled in the quaint village of Gates Mills, one of the most desirable locations in Northeast Ohio and just 25 miles east of Cleveland is where you will find the historic private Chagrin Valley Hunt Club. Founded over 100 years ago during the region's booming industrial era, the Hunt Club's history began on the banks of the Chagrin River in a rustic tavern that served as a meeting house for a handful of ardent fox hunting enthusiasts escaping the city bustle.

Through its early years, the Club's campus of 15 ½ acres was a gathering place for city-dwelling members seeking a sporting refuge for foxhunting enthusiasts or a horseback ride through the countryside and Chagrin Valley. Now, the modern Chagrin Valley Hunt Club offers fine dining, event and meeting facilities, court and platform tennis, and a newly-renovated outdoor swimming pool. In addition, the Club offers four overnight sleeping rooms with private bath & TV, and a two-bedroom cottage equipped with a kitchenette.

The latest addition to the Club is the pack of Chagrin Valley Beagles. This adorable group of dogs are used to hunt rabbits on foot. Membership to the CVHC is by invitation only.

CHAGRIN VALLEY HUNT CLUB BY THE NUMBERS

- Gross Volume \$2.2M
- Annual Dues Volume \$1.3M
- F&B Volume \$800K
- # of Employees (FTE) 40
- 12 Board Members with 3-year terms; 8 Committees
- Members: 255
- Initiation Fee: \$15,000
- Annual Dues: \$5,880
- Average Age of members is 65

CHAGRIN VALLEY HUNT CLUB WEB SITE: www.cvhuntclub.org

GENERAL MANAGER – POSITION OVERVIEW

Serves as chief 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 policies and 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.

The General Manager reports to the Club President and Board of Directors. The General Manager supervises the Assistant Manager, Dining Room Manager, Executive Chef, Controller, Maintenance Supervisor and Tennis Professional.

DUTIES OF THE NEW GENERAL MANAGER

- Implements general policies established by the Board of Directors; directs their administration and execution
- Plans, develops, and approves specific operational policies, programs, procedures and methods in concert with general policies
- Coordinates the development of the club's long range and annual (business) plans
- Develops, maintains, and administers a sound organizational plan, initiates improvements as necessary
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs
- 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
- 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
- Coordinates and serves as ex-officio member of appropriate club committees
- Welcomes new club members; "meets and greets" all club members as practical during their visits to the club
- 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
- Consistently assures that the club is operated in accordance with all applicable local, state and federal laws
- Oversees the care and maintenance of all the club's physical assets and facilities
- Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members
- Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services
- Establishes and monitors compliance with purchasing policies and procedures
- Reviews and initiates programs to provide members with a variety of popular events
- Analyzes financial statements, manages cash flow and establishes controls to safeguard funds
- Reviews income and costs relative to goals; takes corrective action as necessary
- Works with subordinate department heads to schedule, supervise and direct the work of all club employees
- Attends meetings of the club's Executive Committee and Board of Directors
- 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

CANDIDATE QUALIFICATIONS

A minimum of 4-8 years of progressive leadership/management experience, preferably in a General Manager role in private member-owned club of like stature is preferred but not mandatory.

True 'rising stars' from the club industry who have been verifiably well-mentored and who possess outstanding relationship skills will also be considered.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- A Bachelor's Degree from a four-year university or college, preferably in Hospitality Management is preferred.
- In lieu of the degree, substantial private club or hospitality experience will be fairly considered.
- Certified Club Manager (CCM) designation preferred.

SALARY AND BENEFITS

Salary is open and commensurate with qualifications and experience befitting a club the stature and significance of Chagrin Valley Hunt Club. The club, along with the typical CMAA benefits, offers an excellent bonus and benefit package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter, in that order, using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process.

Preparing a thoughtful letter of interest and alignment with the above noted expectations and requirements is necessary. Your letter should be addressed to Dr. Todd Locke, President and Chagrin Valley Hunt Club Search Committee, and clearly articulate why you want to be considered for this position at this stage of your career and why Chagrin Valley Hunt Club and the Gates Mills area will be beneficial to both you and the Club if selected.

You must apply for this role as soon as possible but no later than April 30, 2021. Candidate selections will occur early May with first Interviews expected in mid-May 2021 and second interviews a short time later. The new candidate should assume his/her role in mid-June 2021.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name - Resume" & "Last Name, First Name - Cover Letter, Chagrin Valley Hunt Club"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Katy Eliades: katy@kkandw.com

Lead Search Executives:

Samuel D. Lindsley
Search and Consulting Executive
216-509-2250 (Cell) – Cleveland, OH
sam@kkandw.com

Thomas B. Wallace III, CCM, CCE, ECM
Partner, KOPPLIN KUEBLER & WALLACE
412-670-2021 (Cell) – Strongsville, OH
tom@kkandw.com