



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
GENERAL MANAGER/COO
Corpus Christ Yacht Club – Corpus Christi, TX

Corpus Christi Yacht Club (CCYC) is seeking an experienced General Manager/COO. The ideal candidate will be a professional with the highest level of integrity, competence, and business acumen, with a strong work ethic, leadership skills and outgoing personality. The General Manager/COO oversees and manages all operations of CCYC while maintaining a visible and accessible presence with the membership.

POSITION RESPONSIBILITIES

To apply, the ideal candidate must have General Manager/COO expertise leading a private club, preferably a Yacht Club, operation, and management experience, with proven progressive growth in the hospitality industry. You will have proven experience hiring, training, and motivating a team of high performers. Hospitality and member service excellence must always be top of mind, while being cognizant of financial responsibilities and employee engagement. The successful candidate must demonstrate resourceful and innovative thinking coupled with personal and professional integrity. You will implement and monitor the Club's budget, monitor the quality of the Club's products and services, and ensure maximum member and guest satisfaction. You will secure and protect the Club's assets, including all facilities and equipment.

GENERAL SKILLS, PERSONALITY & ABILITIES

- Club management professional able to create and deliver a high level of hospitality; ensure members feel welcome, comfortable, important, and understood
- Proven leadership skills, with the ability to engage and inspire staff to optimum performance and delegate responsibilities as necessary; must be a hands-on leader and advocate for Club employees
- Success with employee development and an attitude of hiring superior candidates while taking immediate performance management action with employees not engaged or adhering to Club standards
- Demonstrated ability and willingness to work in all aspects of the Club
- Friendly, energetic, and enthusiastic personality; able to demonstrate a respected presence throughout the Club, and a desire to be visible and accessible to staff and members
- Ability to articulate and direct a clear vision for the success of the Club; coordinate the development of the Club's long-range and annual business plans; initiate improvements as necessary
- Well organized with strong written and verbal communication skills; demonstrated skills in member communications
- Strong logistics and business acumen – demonstrated experience working with Board of Directors, various committees, affinity clubs, and Members within a member owned private club; must have a strong presence with community events and represent the Club in local business settings
- Generally, tech savvy with experience in email communications, web abilities, computer software, general knowledge of website use for marketing and membership interaction
- Proven success with coordinating vendors across multiple business channels, ability to forecast for time management, staffing, product inventory, best pricing/vendor options, and achieve on-time and on-budget success



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ESSENTIAL FUNCTIONS

- Chief Operating Officer of the Club – Responsible for developing the Club’s Annual Budget while also adhering to those financial guidelines set forth in the budget throughout the fiscal year
- Assist in planning, developing, and implementing the Club’s policies and goals
- 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 activities of all departments to effect operational efficiency and economy
- Maintain a sincere rapport with the membership
- Act as the Assistant Secretary on the Club’s Board of Directors
- Chief personnel director of the Club
- Liaison and ex-officio member of all Club committees and the Board of Directors
- Maintains the physical integrity of the Club facilities and assets by supervising the maintenance personnel and outside service vendors; works in conjunction with the house committee to keep the Club in a well-maintained condition and appearance
- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person; emphasizes prevention through training, inspection, and preventive enforcement
- Performs other duties as directed by the Commodore or Board of Directors

EXPERIENCE & QUALIFICATIONS

- 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.
- A minimum of 5 years of relevant experience in a private club, with specific emphasis on Food and Beverage in a Yacht Club setting
- Ability to read, analyze, and interpret common industry related journals, financial reports, and legal documents
- Ability to respond to common inquiries or complaints from members, regulatory agencies, vendors or members of the business community
- Ability to effectively present information to the Board of Directors
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Maintain a positive attitude towards your job, your staff, and the membership

EDUCATION

- 4-year Hospitality degree required. An advanced Degree, Certified Club Manager (CCM) and/or Certified Club Executive (CCE) Certification preferred.

SALARY RANGE / COMPENSATION

- Base Salary is commensurate with the candidate's qualifications and experience in the range of \$125,000-\$150,000, with a bonus based on performance
- Benefits include Medical, Dental, Disability, Life and 401(k) package (up to 4% Club matched); 15 PTO days annually; Meals included; Clothing allowance; Cell phone allowance; CMAA/ACF/HFTP membership paid; \$3,000 annual education allowance



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REPORTS TO

- Commodore of the Club

DIRECT REPORTS

- Controller
- Executive Chef
- Food & Beverage Manager
- Club Secretary
- Sailing Director
- Front Desk
- Maintenance

CLUB OVERVIEW

The Corpus Christi Yacht Club is a private members club established in 1923 in downtown Corpus Christi and will be celebrating its 100th anniversary in November 2023. Home to approximately 654 members and their families, the Club has a proud sailing tradition with a full-service restaurant and bar as well as some of the best views in Corpus from their upstairs dining room, covered Lanai, and pool deck. Corpus Christi Yacht Club is proud to host several National and International Events, including the upcoming J22/J24 World Championship in July 2022.

CLUB DETAILS

- 654 current members with a hard cap of 660 members (Senior and Intermediate level members)
- Currently on a waitlist for membership, having reached its hard cap limit for Senior and Intermediate members, however, Dining Memberships are still available
- Three dining areas: the Library accommodates 48 people; the Main Dining Room 35, and the Upper Deck 80-100
- Total Club Revenue of ~\$2.8M; Member dues account for \$1.4M, Food and Beverage revenues of \$1.4M with approximately 60% generated by a la carte dining.
- The Club is budgeted to break even
- The Club enjoys a healthy Capital Reserve Fund
- The Club currently has 40 employees. (Pre-COVID numbers were closer to 80)
- Governance: The Board consists of 11 members on rotating 2-year terms. There are numerous Committees, Executive, Finance, Communications, House and Grounds, Docks, Membership, Race, Junior Sailing, Activities, and Nominating.
- The Executive Committee is made up of the Commodore Vice Commodore, Rear Commodore, and Past Commodore. The Commodore serves a one-year term.
- The Club is open six days per week (Tuesday – Sunday) year-round

INSTRUCTIONS FOR APPLYING:

Please send cover letter outlining your career progression choices, resume, references, and salary requirements to: Brian Armstrong at brian@consultingRCS.com