



Candidate Profile

General Manager

The Bogey Club
St. Louis, Missouri

Organization

The Bogey Club is an exclusive private club in St. Louis, located in Ladue. The Club was founded in 1911 with a nine hole course designed by Robert Foulis that includes another nine holes belonging to the nearby Log Cabin Club. The course was improved in 2014 by local noted superintendent and designer Roger Null. The small membership of 75 is primarily made up of local and regional business and community leaders. Those invited to join are treated to excellence in dining and service.

The beautiful and expansive clubhouse features three distinct spaces that can accommodate small meetings or occasional events for up to 250 attendees. The club does not have regular a la carte food or beverage service but has almost daily member events, golf outings, and member sponsored banquets, parties, and meetings. The upper level of the clubhouse features well appointed locker rooms and employee offices. The staff is limited to 13 full time staff members with the rest being outside banquet staff to assist with events. The Superintendent's staff and maintenance expenses are shared by Bogey and the Log Cabin Club and the Superintendent is supervised and reports to the Golf Committee chairmen of both the Bogey Club and the Log Cabin Club. The club also owns houses on the grounds for both the Superintendent and the General Manager.

The club is open Tuesday through Sunday throughout the year, but also hosts 20 Monday golf events each year.

The General Manager is retiring after 20 years of dedicated service to the club. The new GM will work closely with an excellent Executive Chef and Clubhouse Manager.

Position Summary

The General Manager will have the capacity to consistently guide all club operations while focusing on the wishes and desires of the Board of Directors and the membership. The General Manager will act as the leader, mentor, and liaison between the staff and the membership. The General Manager position at Bogey is extremely hands-on with high visibility given the very small staff and the event driven nature of the club operation.

Other duties include but are not limited to:

- The oversight of the work of all staff. The recruitment, hiring, training, supervision and timely evaluation of all of the club's staff. Compensation and benefits are to be administered consistently and must fall within the guidelines as mandated by the annual budget and club policy. The General Manager will directly and through Department Heads emphasize a "member first" service culture that ensures member patronage.
- Furthermore, as to staff, the General Manager is expected to train, mentor, and develop key staff into an effective and cohesive team.
- Responsible and accountable for the financial guidance, reporting, and performance for all club operations in accordance with acceptable accounting procedures. Such duties will involve the formulation of the club's annual operating and capital budgets to be coordinated with the Board of Directors. The General Manager will operate the club in accordance with the approved budgets and with the Treasurer report the club's financial condition to the Board of Directors on a monthly basis.
- The active promotion of the club to all members and their families. The General Manager is expected to interact with members on a regular basis, actively soliciting member opinions and input as to the club's facilities and services. Visibility, communication and accessibility are paramount. The General Manager will respond to member complaints, consistent with the club's tradition and bylaws, in a timely fashion and report significant issues to the President.

Requirements

The General Manager will be the consummate professional and well versed in all facets of club administration. He or she will have a strong working knowledge with the following skills and attributes:

- A minimum of five years as a General Manager, Assistant General Manager or Clubhouse Manager in a comparable private club, resort, hotel, or hospitality setting. Candidates will have a working knowledge of all club operations.
- Attributes to include:
 - An outgoing, friendly, professional, polished personality-hands-on and member/staff-friendly.
 - Leadership skills with the ability to motivate staff and earn their respect and trust.
 - Excellent communication skills at all levels.
 - A strong sense of service with proven training and development skills.
 - Attention to detail.
 - An appreciation for the history and traditions of the club while also having a vision for the future of the club.
- A career path marked with a logical progression of title and responsibility, stability of tenure.
- The reputation as an effective and visible leader, exhibiting maturity, a positive image and disposition.
- The ability to attract, train, mentor and retain a talented and cohesive staff.
- An operator with the highest ethical standards.
- A Hospitality, Business Management or related degree is preferred.
- The CCM designation is preferred.
- Impeccable and verifiable references. All candidates will be subject to a thorough background review and must have an excellent credit record.

Compensation

The Club will offer an attractive and competitive compensation and benefits package to include:

- An attractive base salary and annual performance bonus.
- Individual and family health insurance.
- Participation in the club's 401K Plan.
- A CMAA package to include dues and education expenses; to be determined in each year's operating budget.
- Relocation assistance.
- Possible housing.

Professionals who meet or exceed the established criteria are encouraged to contact:

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