

CANDIDATE PROFILE

Assistant General Manager
International Country Club
Fairfax, VA

www.internationalcc.com



A short video will be available here soon.

The Organization

Founded in 1961, International Country Club is recognized as one of the premier family-oriented private clubs in Northern Virginia. Conveniently located near the Fairfax-Chantilly corridor, the Club spans approximately 220 acres of scenic parkland and has earned a strong reputation for delivering an exceptional membership experience supported by outstanding amenities, a welcoming culture and an active social environment. International Country Club continues to distinguish itself through its commitment to hospitality, family programming and a highly service-driven club atmosphere.

The Club features an outstanding 18-hole, par-71 championship golf course originally designed by Ed Ault and later enhanced by Ault, Clark & Associates. Widely respected throughout the region, the golf operation includes pristine bent grass greens, rye grass fairways, expansive practice facilities, a driving range and putting greens that support an active and engaged membership. Beyond golf, the Club offers a robust racquets program with premium indoor and outdoor tennis and pickleball courts designed to support year-round play, instructional programming, leagues and social events for members of all ages and skill levels.

International Country Club also features a resort-style aquatics complex, an active fitness facility and a highly utilized clubhouse that serves as the social centerpiece of the membership experience. Following an extensive renovation, the Club's impressive 45,000-square-foot clubhouse was recognized by Club + Resort Business as a Top-Ranked Clubhouse in 2022. The facility includes multiple dining venues, casual gathering areas, fire pits, banquet facilities and vibrant indoor and outdoor social spaces that support an energetic food and beverage operation and a robust calendar of member events, family activities and private functions throughout the year.

Operationally, International Country Club represents a dynamic and fast-paced private club environment with significant member usage, multiple revenue centers and a strong emphasis on hospitality and service excellence. This opportunity represents an outstanding next-step position for an ambitious and service-oriented hospitality professional seeking broad operational exposure, leadership development and meaningful long-term growth potential within the private club industry.

This role offers outstanding growth potential for a hospitality leader preparing for future advancement to a General Manager / COO position.

INTERNATIONAL COUNTRY CLUB DETAILS:

- Approximate Gross Dollar Volume: \$13 Million
- Approximate Dues Volume: \$5.8 Million
- Approximate Food & Beverage Volume: \$4.4 Million
- Membership: Approximately 779 Members
- Average Member Age: 56
- Initiation Fee: \$65,000
- Annual Dues & Fees: Approximately \$11,500
- Board of Governors: 13 Members
- Standing Committees: 11 (3 Standing, 7 Special)
- Direct Reports to the Assistant General Manager: 5

Direct reports to the Assistant General Manager include the Executive Chef, Catering Director, Purchasing Agent, Food & Beverage Manager and Maintenance Engineer.

The Club currently maintains three Standing Committees, Finance, Membership and Planning; and eight Special Committees including Golf, Greens and Grounds, House Committee, Buildings and Facilities, Policies and Procedures, Racquets and Fitness, and Swim.

Position Overview

The Assistant General Manager (AGM) of International Country Club will serve as a highly visible and engaged member of the Club's senior leadership team, working closely with the General Manager/COO to oversee daily operations and deliver an exceptional membership experience.

The AGM will provide direct leadership and support to several key operational areas of the Club, working closely with the Executive Chef, Catering Director, Restaurant Manager, Controller, Operations Manager and other department leaders to ensure exceptional service standards and operational consistency throughout the organization. The successful candidate will bring strong food and beverage expertise, financial acumen, leadership presence and a hands-on management style centered around hospitality, teamwork and member engagement.

A primary focus of the position will be supporting and elevating the overall clubhouse and dining experience through visible leadership, staff development and operational oversight. Responsibilities will include food and beverage standardization, beverage program leadership, budgeting, clubhouse best practices and helping cultivate a warm, welcoming and hospitality-driven culture for both members and staff.

This position offers significant long-term growth potential for the right candidate, with opportunities for expanded leadership responsibilities over time. The ideal candidate will possess strong interpersonal skills, professionalism, diplomacy and a genuine passion for hospitality and exceptional member service.

Responsibilities

- Maintain a strong and visible presence throughout the Club and actively engage with members, guests and staff.
- Ensure exceptional service standards are consistently delivered across all Club operations.
- Address member concerns, service opportunities and feedback with professionalism, urgency and diplomacy.
- Support the enhancement of member engagement, club utilization and overall satisfaction.
- Monitor club facilities to ensure high standards of cleanliness, presentation, maintenance and operational excellence.
- Provide direct leadership and support to department heads in Food & Beverage, Events, Recreation Programming, Member Services and other assigned areas.
- Partner with Human Resources and department leaders to recruit, retain and develop top talent.
- Oversee staff training, coaching, performance management and professional development initiatives.
- Foster a positive workplace culture built on trust, accountability, teamwork and continuous improvement.
- Serve as a mentor and resource for managers, supervisors and frontline staff.
- Assist in the preparation and management of annual operating budgets and capital plans for assigned departments.
- Monitor departmental financial performance, including revenues, labor and expense controls.
- Identify opportunities for operational improvements, revenue growth and cost efficiencies.
- Support strategic planning initiatives and operational execution across all departments.
- Evaluate vendors, services and new opportunities that enhance the Club's operations and member experience.
- Maintain consistent communication with the General Manager/COO regarding operational performance, challenges and opportunities.
- Assist the General Manager/COO in supporting Board committees and strategic Club initiatives.
- Participate in committee meetings and presentations as assigned.
- Help implement Club policies, procedures and strategic priorities.
- Foster a positive workplace culture built on trust, accountability, teamwork and continuous improvement.

Attributes

- Highly visible and fully engaged with members and their families, serving as an ambassador for the Club while actively seeking feedback to continually enhance the facilities, services and overall membership experience.
- A collaborative and empowering leader who works seamlessly across all departments, fostering strong communication, alignment and a shared commitment to operational excellence throughout the organization.
- Demonstrates exceptional judgment and decision-making abilities, thoughtfully assessing situations from multiple perspectives while acting with professionalism, integrity and confidence.
- Service-driven and highly responsive, with exceptional follow-through and a natural ability to anticipate member needs while handling sensitive matters with discretion, professionalism and care.

- Brings warmth, approachability and an appropriate sense of humor to the leadership role, contributing to a welcoming, engaging and highly member-centric club culture.
- Works with Golf, Greens, Pool and Tennis Departments to make sure everyone is aware of special events and collaboration is maximized.
- Functions as an administrative link between departments.
- Manages all aspects of the Club in the absence of the General Manager/COO.

Requirements

- Minimum of 5–7 years of progressive leadership experience in a private club, resort, hotel or comparable hospitality environment with multi-dimensional operations.
- Bachelor's degree preferred, ideally in Hospitality Management, Business Administration or a related field.
- Significant private club or hospitality leadership experience may be considered in lieu of formal education.
- CMAA involvement and professional certifications, such as CCM, are encouraged but not required.
- Strong food and beverage operational expertise with proven success in service delivery, financial performance and team leadership.
- Demonstrated ability to lead high-performing teams and build strong workplace culture.
- Strong financial acumen, including budgeting, forecasting, cost controls and revenue management.
- Excellent verbal and written communication skills with the ability to interact effectively with members, staff, committees and Board leadership.
- A highly visible, approachable leadership style with strong interpersonal and relationship-building skills.
- Professional maturity, integrity, sound judgment and the ability to lead with diplomacy and confidence.
- A genuine passion for hospitality, service excellence and employee development.
- A professional career track record demonstrating stability, continued advancement and meaningful accomplishments within the private club or hospitality industry.
- High personal integrity, professionalism and character, combined with an energetic, approachable leadership style and a sincere commitment to the club management profession.
- Proficiency with standard business and communication platforms, including Microsoft Word, Excel, Outlook and PowerPoint, along with comfort utilizing evolving technologies and AI-driven tools.
- Ability to provide outstanding professional references. Final candidates will be subject to a comprehensive background investigation and reference review process.

Competitive Compensation

- The Club will offer a highly competitive compensation package, including base salary, performance-based incentive compensation and a comprehensive benefits program commensurate with experience and qualifications.
- Comprehensive medical, dental, vision and life insurance coverage.
- Competitive paid time off and vacation program.
- Participation in the Club's 401(k) retirement savings plan.

- Professional dues, continuing education allowance and support for approved industry-related development opportunities and customary executive benefits.
- Relocation assistance will be provided for the successful candidate (if from outside the area)

To be Considered

To be considered for this exceptional leadership opportunity, interested candidates are encouraged to submit their materials as soon as possible. All resumes, cover letters and related materials will be handled with the highest level of professionalism, discretion and strict confidentiality throughout the search process.

Qualified professionals who meet or exceed the outlined criteria are encouraged to submit a thoughtful and compelling cover letter addressed to Lee Douglas, General Manager/COO. The letter should highlight the candidate's qualifications, leadership experience, professional accomplishments and interest in the position, while also sharing why International Country Club represents an attractive opportunity for them personally, professionally and for their family. Candidates should submit their cover letter along with a current resume to:



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