

CANDIDATE PROFILE

Assistant General Manager

Odessa Country Club
Odessa, TX

www.odessacc.com



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The Organization

Founded in 1939, Odessa Country Club has long been recognized as a cornerstone of West Texas hospitality and community. Established by a group of visionary leaders who sought to create a gathering place that combined recreation, fellowship and tradition, the Club has grown into one of the region's most respected private clubs. Over the decades, Odessa Country Club has consistently invested in its facilities and programming, ensuring that members and their families enjoy the highest quality amenities and experiences.

Today, Odessa Country Club is home to two championship golf courses, The Old Course and The Links, offering diverse challenges for golfers of every skill level. Beyond golf, the Club features outstanding dining, tennis, aquatics, fitness and family programming, fostering a vibrant and welcoming community for its membership. With a rich history of tradition, strong community ties and a forward-looking vision, Odessa Country Club continues to serve as a premier destination for West Texas families who value excellence, camaraderie and an elevated lifestyle.

ODESSA COUNTRY CLUB DETAILS:

- Initiation Fee: \$35,000
- Annual Dues: \$10,500
- Memberships: 1,100
- Club Revenues: \$17M
- Food and Beverage Revenue: \$4.2M
- A la Carte vs. Banquet: 65/35
- Food and Beverage Outlets: 3 Outlets
- Full-time F&B Employees in Season: 60
- Full-time F&B Employees Off-Season: 50
- Club POS and Accounting Systems: Cobalt

Position Overview

The Assistant General Manager (AGM) works closely with the General Manager/COO to ensure the smooth operation of the Club and the delivery of exceptional member experiences. This highly visible leader provides direct oversight across all areas of Club operations, with key focus on food and beverage, events, racquets, communications and membership engagement. The AGM manages department heads, fosters collaboration between teams and drives operational excellence that reflects the Club's culture of hospitality and community. In the absence of the GM/COO, the AGM assumes full responsibility for managing all aspects of Club operations.

Responsibilities

GENERAL OPERATIONS & LEADERSHIP

- Supervise daily operations across all departments, ensuring seamless service and member satisfaction.
- Collaborate with the GM/COO on strategic planning, budgeting and capital projects.
- Maintain a strong presence throughout the Club, engaging with members and staff to build relationships and anticipate needs.
- Develop, implement and monitor policies and procedures that align with the Club's mission and service standards.

FOOD & BEVERAGE & EVENTS

- Direct and support all Food and Beverage operations, including fine dining, casual outlets, poolside, banquets and special events.
- Partner with the Executive Chef and F&B team to deliver exceptional culinary experiences tailored to member preferences.
- Oversee member events and private functions, ensuring seamless execution and innovative programming that enhance the Club's community culture.

RACQUETS & FITNESS

- Collaborate with the Director of Court Sports to manage tennis, pickleball and other racquet programming.
- Ensure facilities are well-maintained, programs are innovative and service standards align with member expectations.
- Support integration of racquets and fitness programming to create engaging lifestyle offerings for members.

MEMBERSHIP & COMMUNICATIONS

- Partner with the Membership Director to create strategies for recruitment, engagement and retention.
- Actively engage with new members, ensuring a smooth onboarding experience and strong early connections.

- Oversee communications to ensure brand consistency, timely updates and effective promotion of Club activities.
- Work with the Director of Communications to enhance member engagement through newsletters, social media and digital platforms.

FINANCIAL MANAGEMENT & ADMINISTRATION

- Assist in budget development, financial reporting and ongoing monitoring of departmental performance.
- Direct corrective actions to ensure financial targets are achieved across operations.
- Report performance metrics and department updates regularly to the GM/COO.

TEAM MANAGEMENT & CULTURE

- Lead, mentor and inspire department heads and managers, fostering collaboration and accountability.
- Support recruitment, training and retention of high-performing staff.
- Champion a culture of service, professional growth and employee engagement.
- Counsel staff on performance issues, grievances and development opportunities as needed.

Skills, Background & Personality

- A polished, professional and proactive leader with a hands-on, service-driven mindset.
- Strong interpersonal and communication skills with the ability to engage across all levels of the Club, from staff to senior leadership to members.
- Ability to inspire, train and manage large service teams in both fine and casual dining environments.
- A forward-thinking innovator who brings fresh ideas to enhance programming, menus and service offerings.

Qualifications

- Minimum of five years of progressive leadership experience in Food and Beverage operations, preferably within private clubs or hospitality.
- Proven experience managing high-volume dining operations with a la carte and banquet services.
- Financial acumen, including cost control, budget development and forecasting.
- Proficiency in Microsoft Office, POS systems (Jonas preferred) and event management software.
- Bachelor's degree in Hospitality, Business or related field preferred.
- CMAA membership and/or Certified Club Manager designation a plus.

Competitive Compensation

Salary is commensurate with qualifications and experience. Odessa Country Club offers an excellent benefits package including:

- Medical, Dental, Vision, Life and Disability insurance
- 401(k) retirement plan
- Continuing education opportunities
- Bonus potential

To be Considered

A full background check and drug testing will be conducted on selected candidate. Professionals who meet or exceed the established criteria are encouraged to send current resume and cover letter addressed to:



Tara Osborne
Principal

 tara@gsiexecutivesearch.com
 512-965-5643

