

## Candidate Profile

General Manager  
Pottawattomie Country Club  
Michigan City, Indiana  
[www.pottawattomie.com](http://www.pottawattomie.com)



### Organization

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Pottawattomie Country Club offers the finest golf and social experience in the northwest Indiana region. The Club offers an ideal relaxed, family-friendly atmosphere. The Club is located near the Indiana/Michigan border near the scenic Indiana Dunes and just a mile from Lake Michigan and an hour east of Chicago. The nearby lakefront features beautiful beaches and spectacular views of Lake Michigan and nearby downtown Chicago. Michigan City is a small family friendly community with plenty of cultural attractions of its own.

Pottawattomie Country Club was originally founded in 1909 and the Club's amenities include a highly regarded Tom Bendelow championship golf course along with a driving range, pool, and pickleball. The Clubhouse features casual dining, bar, and a private event space that accommodates up to 150 guests. The Club maintains an active social calendar for the members and guests. The Club is open six days a week during the season with a scaled back schedule in the winter months and is closed in January and February.

The Club currently has 300 members in all categories. Gross revenues are about \$2 million with food and beverage revenues of under \$1 million.

### Position Overview

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The General Manager is in charge of all Club operations and must be a very visible and accessible leader to both the members and staff alike. The General Manager will guide the Club under the direction of the Board of Directors. The General Manager will act as the leader, mentor and liaison between all department heads and committees. He or she will be held accountable for all areas of the Club and will enable the board to avoid the short-term focus that is the staff's responsibility, allowing the board to focus on proper governance. The Club seeks an experienced, strong, well-rounded club leader with particular experience in membership marketing, food and beverage management, staff supervision, and club finance and budget management. This is an excellent opportunity for a club management professional willing to focus on an exceptional level of professional service, attention to and recognition of the Club's loyal membership while providing leadership and guidance to its staff in order to achieve those goals.

### Requirements

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The General Manager will be the consummate professional and be well-versed in all facets of clubhouse administration. The ideal candidate will have a minimum of five years of experience as a General Manager, Clubhouse Manager, or Assistant Clubhouse Manager in a traditional, comparable club setting with discerning guests and members. Candidates will have a working knowledge of all facets of club operations with a strong emphasis on Food and Beverage as well as marketing, finance, personnel and member services.

Attributes to include:

- An outgoing and friendly personality with a high potential to identify with and embrace the Club's culture.

- The ability to work well with a high-performing management team members throughout the Club, build well-functioning teams, and recruit effectively for qualified staff.
- The experience to work with club committees and the Board of Directors.
- Leadership skills with the ability to motivate a staff with a commitment to quality and excellence.
- Highly energetic; self-starter, quick study with a hands-on approach to management.
- Excellent communication skills at all levels.
- A strong sense of service with proven staff development and training skills.
- The ability to see the “big picture” while maintaining a critical eye for detail.
- Personal qualities that include friendliness, intelligence, passion, creativity, maturity, stability, ability to think on one’s feet, and eagerness to engage, collaborate, adapt and take criticism and suggestions constructively.
- A career path marked with a logical progression of title and responsibility, stability of tenure and accomplishment.
- The General Manager is expected to “set the pace” for all Club employees and to actively promote a positive and safe work environment where teamwork and cooperation are emphasized.
- A hospitality, business management or related degree is preferred.
- Impeccable and verifiable references. All candidates will be subject to a thorough background review and must have an excellent credit record.

### Competitive Compensation & Benefits

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- A base salary and potential annual bonus
- Standard benefits
- Relocation assistance

Professionals who meet or exceed the established criteria are encouraged to send their resume and a cover letter specifically addressing their interest and skill set to:

GSI Executive Search  
 Scott McNett, Senior Principal  
[scott@gsiexecutivesearch.com](mailto:scott@gsiexecutivesearch.com)  
 314-854-1321