

General Manager
The University Club of Denver
Denver, CO

www.uclubdenver.com



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The Organization

In 1891, The University Club was created “to promote social intercourse among ourselves and the encouragement of literature.” It was understood that the intellectual riches of a university education were only the beginning of a perfect and satisfying life. Today, that vision has not changed. Members gather to pursue good food, drink, fellowship, entertainment, athletics and camaraderie.

The current clubhouse was dedicated in 1895, with major additions in 1923, 1957 and 1980. Just steps from the Colorado State Capitol, the Club boasts a formal dining room, bar and casual dining room, eight banquet rooms and two squash courts with a connected lounge and locker rooms. The Club’s most unique feature is the main ballroom known as the College Room, designed and constructed in 1923 by renowned architect Temple Buell.

Undoubtedly, the Club’s best-known tradition is Twelfth Night — a spoof of the previous year’s local, national, and international personalities and happenings. The Club’s members write and present each show in early January. Twelfth Night’s origins date back to when the members settled into their newly built clubhouse on Sherman Street in 1896, and it is “the longest-standing tradition in Denver.”

Position Overview

The General Manager will be responsible for overall leadership, planning and guidance of The University Club of Denver to maximize member satisfaction while maintaining a sound financial operation. In this role, the General Manager will serve as Chief Operating Officer of the Club and manage and mentor all aspects of the Club, including a robust food and beverage operation (with many outside events, actively promoted by the GM), a historic clubhouse, a membership interested in growing, and a dedicated staff, while consistently seeking to improve the quality of the Club’s products and member and guest satisfaction.

Responsibilities

- Lead the vision, corporate culture and overall morale of the Club.
- Consistently seek to improve the Club's products, including food and beverage, entertainment, outside event services, membership benefits, culture, athletics, etc., and make recommendations to the Board and/or department managers.
- Monitor all financial activity, trends and reports and promptly recommend actions to each department and the Board.
- Hire, train, supervise and terminate Club personnel. Effectively manage direct reports and delegate authority and responsibility to managerial staff. Serve as a mentor to all staff, establishing an environment of motivation and innovation to optimize performance.
- Oversee the marketing and membership relations programs to promote the Club to potential and current members and outside event clientele. Welcome new members and "meet and greet" all members as practically as possible during their visits to the Club.
- In conjunction with the Board of Directors, develop short- and long-range plans for the Club and coordinate the development of operating and capital budgets to achieve said objectives. Establish strategies for meeting each department's annual goals.
- Oversee the care, maintenance and improvement of all the Club's physical assets and facilities.
- Report to the Board of Directors promptly and monthly at Board meetings. Coordinate and serve as an ex officio member of appropriate Club committees.
- Lead in implementing Club policies and supporting Board and management decisions and goals in a positive, professional manner.
- Participate in outside activities judged as appropriate by the Board of Directors to enhance the prestige of the Club.
- Keep abreast of laws, regulations and compliance that affect personnel and employment relations and the Club environment, emphasizing best practices for private Club policies and operations. Maintain membership with the Club Management Association of America and other professional associations.

Requirements

EDUCATION

- A Bachelor's degree in Business, Hospitality Management or a related discipline
- Have attained or are pursuing professional CMAA certification

EXPERIENCE

- Minimum of 5 years of experience operating at a senior level in a social, city, golf, private yacht, athletic club or other similar organization
- Food & Beverage management experience
- Experience working with volunteer committees

CHARACTERISTICS

- A person of exceptional character; motivated, energetic, friendly and dedicated to the profession
- A lifelong learner, continually researching and understanding industry trends
- Excellent verbal and written communication skills

- Capable of balancing empathy with operational fortitude when working with members
- High energy and creative, capable of thinking outside the box
- Comfortable in a sales position to support the membership and events side of the business
- Enjoys leading, mentoring, and building a team

Competitive Compensation

- Competitive annual salary with an annual performance-based bonus
- Paid personal time off after January 2026 for work/life balance
- Medical and Dental Insurance
- Participation in the Club's 401(k) plan with club match
- Professional dues, educational allowance expenses and other expenses in accordance with the annual budget

To be Considered

A background check will be conducted on candidates. Professionals who meet or exceed the established criteria are encouraged to send a compelling cover letter and resume by August 30, 2025 to:



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Principal

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 808-829-2508

