

## **Exciting Opportunity: Events Manager at Beacon Hill Country Club**

Are you a dynamic leader with a proven track record of excellence in event management and financial operations? Beacon Hill Country Club (BHCC), located in the scenic Atlantic Highlands, New Jersey, is seeking a talented **Events Manager** to join our high-performing team.

### **About Us**

Nestled in a picturesque setting, BHCC is celebrated for its challenging 18-hole golf course, state-of-the-art swimming facilities, and a vibrant clubhouse that serves as the heart of our welcoming community. This role offers a unique chance to contribute to a family-focused, active, and professional environment.

If you're passionate about creating unforgettable experiences, driving innovation, and excelling in a team that values creativity and excellence, this opportunity is for you!

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### **Position Overview**

The Events Manager reports to the Clubhouse Manager to design, develop, and execute events with creativity, while optimizing revenues from banquet food, beverages, rentals, and more. This position blends sales (30%) and event coordination (70%) while ensuring seamless execution, staff development, and high-quality service delivery.

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### **Key Responsibilities**

#### **Sales & Revenue Growth**

- Host engaging consultations with potential guests to envision and tailor their ideal events, ensuring every detail reflects their unique style and vision.
- Build relationships with members, guests, and the community to maximize referrals.
- Maintain and manage prospect databases while tracking sales metrics.

#### **Event Coordination**

- Design, develop, and execute creative, high-quality events.
- Collaborate with the Executive Chef to create innovative menus and competitive pricing.
- Manage event contracts, deposits, payments, and event logistics while ensuring excellence.

#### **Budgeting & Reporting**

- Develop and monitor event budgets to achieve financial goals.
- Prepare detailed event reports and maintain comprehensive records for future planning.

#### **Staff & Service Management**

- Hire, train, and schedule banquet staff to maintain high service standards.

- Monitor service quality, address guest complaints, and ensure exceptional member experiences.

### **Innovation & Promotion**

- Plan creative and engaging member activities to drive participation.
  - Develop and implement marketing strategies to promote club events.
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### **Qualifications**

We're looking for a candidate who brings:

- **4+ years of experience** in upscale environments (private clubs, resorts, or hospitality).
- Strong organizational, communication, and problem-solving skills.
- Proficiency in Microsoft Outlook, Word, Excel; knowledge of graphics programs is a plus.
- Flexibility to work nights, weekends, and holidays as needed.
- A professional and friendly demeanor focused on delivering exceptional service.

This position is ideal for a detail-oriented, innovative professional passionate about crafting extraordinary event experiences.

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### **Salary and Benefits**

Beacon Hill Country Club offers a **competitive compensation package**, including:

- **Health Insurance:** Full coverage options to support your well-being.
  - **Paid Time Off:** Generous vacation time for a healthy work-life balance.
  - **Professional Development:** Growth opportunities in a premier country club environment.
  - Additional benefits aligned with company policies, designed to ensure your success and satisfaction.
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### **Application Instructions**

Ready to take your career to the next level? Submit your **cover letter, resume, and references** in PDF format to:

**Amanda Mueller**  
Club House Manager  
Amanda@beaconhillcc.org

**Application Deadline:** January 31, 2025

Don't miss this opportunity to join the talented team at Beacon Hill Country Club and contribute to unforgettable experiences for our members and guests.