

## **CLUB OVERVIEW**

Founded in 1877, Seabright Lawn Tennis and Cricket Club is the oldest lawn tennis club in the United States and one of four tennis clubs in the country to be designated as a National Historic Landmark. Located in Rumson, New Jersey, the club features 16 lawn tennis courts, 15 Har-Tru courts, 1 hard court and 4 platform tennis courts. Seabright Lawn Tennis & Cricket Club has a strong active membership who shares the love of tennis and paddle and the appreciation of its history and traditions.

## **POSITION OVERVIEW**

The Club Manager manages all day-to-day operations of the club including the relationship between the club, its Board of Directors, employees, members, guests, community and government. S/he is responsible for monitoring the quality of the club's products and services to ensure maximum member satisfaction.

## **BRIEF JOB DESCRIPTION OF CLUB MANAGER**

### **Management**

Ability to manage a full season racquets club; oversee, engage, and motivate staff across all operational functions; work closely with BOD and serve as an effective liaison with management and staff.

### **Finance and Operations**

Strong knowledge of financial reporting and analysis; coordinate budgets; build and execute operational plans; proficient in technology.

### **Relationship Management**

Approachable, upbeat, positive demeanor; comfortable engaging with staff, BOD and members; strong communication and presentation skills; proficient at conflict resolution; adept at handling human resource duties including sensitive member and personnel issues.

### **Culture and Vision**

Demonstrated ability to understand and embrace unique culture of SLTCC; forward thinking in areas such as member experience and event management.

- Reports To: President & Executive Committee of the Board of Directors.
- Supervises: Director of Racquets, Grounds Superintendent and Clubhouse staff.

## **THE IDEAL CANDIDATE**

The most important quality for this candidate to possess is an understanding of Seabright Lawn Tennis & Cricket Club's unique culture, centered on family values and appreciation of our history and traditions. The Club Manager (CM) truly becomes the ambassador for our Club, the face of the club to the staff, our members and the outside community.

The CM will set the standard of excellence to which they will hold their staff accountable in a "hands on" manner. The CM must be an excellent listener and possess strong communication skills. S/he must have an affable personality and must be able to work with multiple constituencies. The candidate must be able to handle delicate situations and have the ability to assess and resolve an issue with diplomatic ease. The CM should be approachable to both members and staff and be able to pivot and make decisions quickly and effectively. The position requires someone with high energy, leadership, enthusiasm, and the requisite initiative to drive the club forward.

The ideal candidate must have all the necessary credentials to keep the club operations running smoothly and effectively, but it will be their natural interpersonal skills and instincts that will set them apart from other candidates.

## **CANDIDATE QUALIFICATIONS AND EDUCATION**

- Strong management skills with strengths in team development, member/guest services and project management.
- A bachelor's degree from a four-year university or college preferably in Hospitality Management and or Business.
- 2-3 years' experience in accounting, office management, supervisory and club/hospitality.

## **COMPENSATION**

Salary is commensurate with qualifications and experience. The Club, along with typical CMAA benefits, offers a competitive compensation and benefits package.

## **HOW TO APPLY**

Please email your cover letter, resume and references to Seabright Lawn Tennis & Cricket Club Search Committee, [search@sltcc.org](mailto:search@sltcc.org).