

**JOB TITLE:**

MEMBER AND EVENT DEVELOPMENT MANAGER

**JOB SUMMARY:**

Responsible for growing and retaining Members and Events. The candidate will work with the Board, Board Committees, the General Manager and the Department Heads to create and execute plans that will grow revenue by increasing the number of Members and Outside Event.

**REPORTING RELATIONSHIP:**

Reports to the General Manager. Works closely with Board of Governors, Board Committees, Membership Director, and Department Heads.

**WORK PERFORMED:****Member / Internal Communication:**

- Gathers information to be used in the preparation of the Club newsletter.
- Prepares and prints all event flyers, including stuffing and mailing.
- Prepares all communication to membership including letters, emails and flyers.

**Administrative Activities**

- Responsible for posting and update, accurately and timely, the Club Calendar. Updates include Club Events and information about outside events that will affect Member access to the Club.
- Prepares reports regarding members. Prospective members and outside events for the monthly Board, Finance, Membership and Marketing Committee meetings and other meetings as necessary.
- Responsible posting updates to and maintenance of the Club website.
- Responsible for the maintenance of the telephones, including listening to and routing voicemail messages and updating the dial-in message caller hear.
- Compiles, organizes, and sends Annual Meeting, Annual Finance Meeting and Special Meeting correspondence to Members.

**Member Administration**

- Prepares and maintains the Membership directory.
- Tracks monthly membership report.
- Prepares Agenda and Membership Count and Report for Membership Committee.
- Assists General Manager, Controller, and Department Heads with general correspondence and other miscellaneous tasks as necessary.
- Attends and assists F&B team with major member events and catered events being a presence for members and prospective members alike.

**Member & Event Growth**

- Coordinates, schedules and meets with prospective members
- Coordinates, Schedules and meets with current members.
- Compiles and organizes all necessary paperwork for prospective members.
- Maintains a comprehensive list of all Outside Events
- Identifies all the current Golf Events that occur throughout Sussex County and the surrounding area and develops a plan to bring those Golf Events to LMGC
- Develops a plan for attracting more interest in the LMGC Banquet Facility for non-golf events such and Bridal Showers, Weddings, Bar Mitzvah's, Repasts, Birthday Parties, Retirement Parties, Corporate Meetings / Dinners, etc.

**Marketing / Messaging / Outside Communication**

- Works with the Marketing Committee and outside resources to create a marketing plan that attracts prospectives and outside events.
- Develops messaging material and website updates.

- Recommends website improvements to help improve SEO, Website hits.

**Other**

- Tasks as maybe assigned from time to time by the Board, Board Committees or the General Manager.

**QUALIFICATIONS:**

- Must have a college degree in marketing and / or communication and have experience in a related field.
- Must maintain a professional appearance and professional demeanor at all times.
- Must possess strong written and oral communications skills.
- Must have excellent computer skills. Experience with Jonas Software is a Plus.
- Proficient with the Microsoft Office Suite of products, including: Word, Excel, PowerPoint, Publisher, and Outlook.
- Excellent keyboarding skills
- Highly organized with excellent organizational skills
- Capable of multi-tasking, being detail oriented, extreme accuracy, and adhering to deadlines.

**WORK SCHEDULE:**

The candidate's work schedule will generally be from Tuesday through Saturday from 10:00 AM to 6:00 PM. However, the candidate must be flexible with their days and hours of work so that they are able to schedule appointments to meet with members, prospective members, outside event representatives, and attend community events that might take place in the evenings and/ or on Sunday's or Monday's.

Please send resumes to: Thomas G. Smith @ [tsmith@lakemohawkgolfclub.com](mailto:tsmith@lakemohawkgolfclub.com)

Thomas G. Smith  
General Manager COO  
Lake Mohawk Golf Club

No phone calls please