The Centennial Club

**Job Description:  Club Manager**

**Background**

The Centennial Club is a women’s club that provides its members with a wide variety of social and educational opportunities in its building located on a four-acre campus at 2805 Abbott Martin Road in Nashville, Tennessee. There are 800 members, an active volunteer Board of Directors, and two full-time employees: Club Manager and Office Manager. The Club is focused on serving its members through programs, luncheons, and other social and educational events. 

**Overview**

The Club Manager is responsible for all Club services and for oversight of the maintenance of the building and grounds. The Club Manager reports to the Board of Directors and must have excellent communication, business, interpersonal, organizational, time management and motivational skills. The Club Manager must have the ability to multitask and think quickly when under pressure. A hands-on management style coupled with the ability to delegate and to create an increase in collaboration and quality is what will allow the Club Manager to succeed. The Club Manager should have knowledge of the best practices in catering management or private club management and should be passionate about providing exceptional hospitality. 

**Responsibilities**

* Coordinates and manages the day-to-day operations of the Club
* Assists in the preparation of the Club’s annual budget, financial goals, and capital improvements and then carefully monitors and manages the Club in the achievement of these goals
* Hires, trains, supervises, and evaluates all staff, demonstrating leadership skills and the ability to retain an engaged team
* Works closely with the Board of Directors on all Club operations
* Completes on time the monthly catering report
* Instills trust by gaining the confidence of others through honesty, integrity, and authenticity
* Is action oriented, taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm
* Executes and delegates time-sensitive functions required by the Club
* Ensures that the Club is operated in accordance with applicable local, state, and federal laws
* Builds strong internal and external customer relationships and delivers customer-centric solutions

**Qualifications**

* College degree preferred
* 5 years of experience in food service management, catering management, or management in a related hospitality field
* Strategic thinking skills
* Detail oriented
* Advanced understanding and ability to use computers and technology including Microsoft Excel, Microsoft Word, and Point of Sale software

**Compensation**

* Annual salary range $90,000 to $100,000
* Benefits package
* Annual bonus

**Physical Demands and Work Environment Requirements**

* Ability to move around the Club building and grounds and to occasionally move or lift items weighing up to 20 pounds
* Ability to occasionally work flexible hours to support evening and weekend events

**Please send resumes to:  search@centennialclub.org**