



**General Manager
Catta Verdera Country Club
Lincoln, CA.**

About the Club: Just 35 miles east of Sacramento, this 18-hole semi-private soon to be a fully private facility is located within convenient driving distance from many of the region's residential communities, including Roseville and Auburn. Built in the rolling hills and woodlands, dramatic contours and elevation changes make this 7,019 yard, par 72 Richard Phelps design one of the best in Northern California. Opened in 1996 and formerly named Twelve Bridges, it played host to the LPGA Longs Drugs Challenge for many years.

The fully-stocked 1000 square foot Golf Shop is conveniently located. Practice facilities include a three tiered grass range, large practice green and bunkered short game area.

The clubhouse is a 30,000 square foot Santa Barbara mission style structure. Amenities include fine and casual dining, massage area, and a full calendar of social activities. Offering a full array of membership opportunities, currently the club has 260 golf members and over 100 social members. Catta Verdera hosts a full tournament roster with over 36 full field events. The club also hosts over 60 weddings per year.

Distinctions it has garnered since opening include:

By Golf Digest-

"One of California's Best Places to Play": May 2004 & 2006

"Top Women's Friendly Golf Course": 2000 and 2001

"Best New Golf Course": 1996 and 1997

"Best New Upscale Course ": 1997 and 1998

Rated by the LPGA- One of the top five courses on the LPGA tour: 1996-2002

Rated by Sacramento Magazine- "Best of Sacramento": 1999, 2000, 2001

Position Description:

General Manager manages all aspects of the club including its activities and the relationships between the club and its advisory committee, members, guests, employees, community, government and industry. Coordinates and administers the club's policies as defined by its owners and Management Company. Prepares reports requested by the ownership and reports to

the management on the effectiveness of the club's policies, operations and new programs. Develops operating policies and procedures and directs the work of all department managers. Secures and protects the club's assets, including facilities and equipment. Assures that the club is operated in accordance with all applicable local, state, and federal laws. Implements and monitors the budget, monitors the quality of the club's products and services and ensures maximum member and guest satisfaction. Participates in outside activities that enhance the prestige of the club and broadens its scope of operation by fulfilling its public obligations as a participating member of the community. This is a good opportunity for an experienced Clubhouse Manager or AGM.

The GM is hired by the Management Company and club's ownership. The club GM supervises the; Food and Beverage Director; Controller; Membership Director; Golf Professional; Golf Course Maintenance; Facilities Manager. The GM monitors the quality of products and services to maximize customer satisfaction. Secures and protects facility assets. The position reports to the Jeff Wilson, Managing Member of Wilson Golf Management.

Specific Responsibilities:

Planning, Finance, Regulations-

- Develops / coordinates the development of long range and annual business plans
- Coordinates the development of operating and capital budgets
- Coordinates long range planning for the facility
- Analyzes and monitors financial statements, and reviews income and expenses relative to plans, implements corrective measures as needed, and reports status on a monthly basis
- Makes recommendations for capital improvements, supplies and equipment
- Assures operational compliance with local, state, and federal laws
- Maintains knowledge and compliance with all lease terms and contractual obligations

Operations-

- Develops/implements general policies. Approves specific operational policies, programs, and procedures in harmony with the mission and general policies
- Monitors the performance of all daily operations, functions and services; assures high standards and total customer satisfaction
- Ensure open communication and high visibility to customers by conducting daily walk-through of facility
- Establishes personnel policies; ensures proper hiring, training, supervising, personal development and corrective action in accordance with fair labor standards and safety
- Ensures accurate recording of hourly labor and timely, accurate payroll processing
- Manages and oversees all accounting, inventories, banking, audit procedures, cash flow, and establishes controls to safeguard funds and assets
- Serves as ex-officio member of appropriate committees
- Meets, greets, and welcomes prospective members where applicable
- Oversees the care and maintenance of all physical assets and facilities
- Coordinates the marketing and promotional programs to promote facility services and amenities

- Ensures the highest standards for golf services and programs, golf course and practice areas, food and beverage, recreation, entertainment, and other facility services
- Establishes and monitors compliance with all purchasing policies and procedures
- Ensures and initiates programs to provide customers with a variety of innovative functions, programs and events
- Provide resolution of escalated customer service issues

Administration-

- Develops and maintains a sound organizational structure
- Oversees the development of operating procedures and training manuals
- Develops emergency and safety procedures
- Oversees and works with department heads to schedule, supervise and direct work of facility staff
- Conducts regularly scheduled staff meetings

Qualifications:

- Experience in the role of General Manager or **5+ years as AGM or Clubhouse Manager**
- A four- year college degree in a related field of study and the CCM
- Strong experience at a high- end high- service private club
- Strong Leadership
- Exhibit an authentic and friendly demeanor at all times
- Have a commitment to excellence and the “go the extra mile” mentality
- Be a team player and show willingness to collaborate towards the vision and goals
- Must be effective and graceful in conflict resolution
- Have an eye for the big picture as well as details
- Have an entrepreneurial spirit

Compensation:

Competitive salary based on education and experience. Benefit package to include Health and Dental allowance, 401k, Yearly bonus incentive. CMAA dues. Cell phone, paid Vacation, family privileges.

Application Instructions:

Application Deadline: **March 29, 2019**

Submit your **cover letter, resume and references** in a .pdf format directly to the email address provided. jwilson@cattaverdera.com

Employer does not wish to receive phone calls.

Facility/Company Owner:	For-Profit Entity
Facility Owned/Managed By Mgt. Co.:	Yes
Management Company:	Wilson Golf Management LLC
Course Access:	Semi-Private
Number of Holes:	18 Holes
Total Annual Rounds:	34000
Number of Facility-Owned Golf-Cars:	80
Number of Privately-Owned Golf-Cars:	40
18 Hole weekend green / guest fee (in season):	65
Total number of members:	360
Total golfing members:	260
Initiation fee:	5000
Monthly Dues:	600
Annual Dues:	7200
Professional on Site:	January - December
Caddie Program:	No
Practice Range:	Yes
Number of Annual Tournaments:	60
Number of Corporate Event Tournaments:	36

