

**THE MARIN**  
24 SUMMIT AVE.



**YACHT CLUB**  
SAN RAFAEL, CA 94901

## **GENERAL MANAGER**

Marin Yacht Club owns a 19 acre property in Marin County. The site includes 3 main buildings, 3 tennis courts, a 110 berth harbor and small pool. A three bedroom, two bath General Manager's home is part of this facility. The Club has 190 members pursuing an active boating and social calendar. A contract caterer, overseen by the GM, provides Friday & Sunday dinner service and frequent mid-week breakfast or lunch for groups renting our facility. Annual budget is one million plus. This is a full-time position.

The candidate should have:

1. Strong management & leadership skill to guide staff fulfillment.
2. Strong marketing skills looking toward membership increase.
3. Strong communication & member relation skills providing positive club experiences.

The General Manager functions as a Chief Operating Officer of the Club and is responsible for the following:

- Directing, coordinating and administering all Club operations in accordance with policies, plans and budgets as defined by the Board of Directors.
- Supervising all accounting and back office administration.
- Is a principal agent using good business practices managing the affairs of the Club.
- Develops & administers a sound organizational plan; initiates improvements as necessary.
- Works closely with & seeks advice from the Treasurer regarding Club financial matters.
- Monitors the quality of the club's products and services & manages all Club contracts.
- Secures and protects the club's assets.
- Assures that the club is operated in accordance with all applicable laws.
- Ensures highest standards for food, beverage, recreation, & entertainment services.
- Attends meetings of the club's Executive Committee and Board of Directors.
- Serves as ex-officio member of appropriate club committees.

The General Manager reports to the Chief Executive and supervises all employees and contracts.

A candidate with previous experience in club management will be preferred.

To apply: Please e-mail a letter of introduction and your resume to [jsgoing@pacbell.net](mailto:jsgoing@pacbell.net).