

The Faculty Club, UC San Diego

Executive Director – New Position

The Faculty Club at UC San Diego, a not-for-profit California corporation, seeks an Executive Director to manage all membership programs and services offered by the Club, in accordance with the bylaws of the Club and all relevant University of California policies. Reporting to the Club's Board of Directors, who will exercise general supervision, the Executive Director will coordinate and collaborate with the Club Manager, an employee of the food and beverage vendor.

OVERVIEW OF THE CLUB (<https://facultyclub.ucsd.edu/>)

The Faculty Club was founded in 1968 to provide a facility for members of the faculty and campus community to meet regularly, both formally and informally, to provide for the exchange of ideas and information necessary to the achievement of the university's goals. The Ida and Cecil Green Faculty Club building was erected in 1986 as a dining and conference facility to be used for hosting meetings of approximately 1,200 Club members and guests. Membership privileges include weekday lunch service, monthly special events, performances, scholarly discussions, and the ability to book the Club for personal events such as weddings. During 2018, there were almost 1,200 room bookings at the Club.

RESPONSIBILITIES OF THE POSITION

- Serve as a liaison between the Club Board and the food/beverage vendor.
- Enhance the member experience, growing the membership and implementing policies established by the Board as the daily on-site contact. .
- Support all activities of the Board of Directors, including attendance at monthly meetings and at committee meetings, and assisting with Board functions (elections, committees, member tracking)
- Prepare recommendations for the Board about the design and implementation of efforts to expand and retain membership
- Create and manage Club newsletter, social media, print materials, signage, and promotion
- Create a relevant, consistent marketing message which supports Club programs and emphasizes cost effective benefits of membership
- Collect membership dues and member initiation fees
- Create and promote the annual member event calendar through a variety of social media and dynamic outreach platforms.
- Provide accurate and timely financial reports and benchmarks to the BOARD on a regular basis

- Monitor member and patron satisfaction by implementing a variety of multifaceted and engaging feedback resources, to include, but not limited to: suggestions boxes, comment cards, electronic surveys, web icons, new and engaging platforms, and daily patron interaction.
- Maintain Club membership in Club Managers Association of America (CMAA), the Association of College and University Clubs (ACUC), and other professional associations as appropriate (fees paid by the Club).
- Manage and implement local, state, and federal employer and liquor license requirements on behalf of the Board.

REQUIRED QUALIFICATIONS

The ideal candidate for this position has a passion for excellence in leadership through hospitality management and is excited by the opportunity to grow and develop a unique service program.

- 3-7 years of event management experience in a high-volume club, country club, hotel, catering or food service establishment
- Excellent interpersonal, analytical, and oral and written communication skills.
- Demonstrated time-management, organizational, and problem-solving skills
- Experience in creating business improvement and marketing plans
- Proven ability to manage and multi-task in a swiftly moving hospitality atmosphere.
- Proficiency in Google Apps, Microsoft Office Suite, Cater Ease, MemberClicks or other booking and tracking software.
- Ability to analyze financial statements, spot trends, suggest changes and recognize opportunities for improvement
- Must be able to work both independently and as part of a team environment.
- Ability to communicate a clear vision and inspire excellence through new and innovative services and engagement sources.

PREFERRED QUALIFICATIONS

- Work experience in an academic setting
- Supervisory experience

WORK ENVIRONMENT

The Executive Director will:

- Work on campus, at the Ida and Cecil Green Faculty Club, directly interacting with vendor staff and Club members and guests
- Be available to members daily during peak usage hours (11 am to 5 pm), evening and weekend events, and all Board-sponsored events.
- Have additional duties requiring flexible working hours, including occasional nights and weekends

- This is a 12-month contract, with an option to extend. Salary is commensurate with experience.

To apply, send a cover letter, resume, and the names of 3 professional references to: Lynda Claassen, President, UCSD Faculty Club at lclaassen@ucsd.edu .

Applications will begin to be reviewed in early March and will continue until the position is filled.