



**PGA**

Career Services

*PGA Career Services is pleased to notify you about the following employment opportunity based on the information in your CareerLinks profile.*



**General Manager  
The Windham Club  
184 Club Road  
North Windham, CT 06256**

## *Voted “Best Golf Course” by the Chronicle*

Voted “Best Golf Course” in the area in 2014 and 2015 by the Chronicle’s readership. In 2015, our Windham course received redesigns to our 3rd, 11th and 17th holes and the opening of our short-game practice facility.

After more than 80 years as an exclusive private enclave, the Windham Club is now a fully public facility — Your Public Country Club.

We combine a classic championship golf course with the best in indoor-outdoor dining and events of every kind. Join us for the year with a season pass. Play for a day. Or come in for delicious bite to eat. Any way you play it, the Windham Club offers everyone a unique, multi-faceted public playground. Explore today!

The General Manager is the chief operating officer of the property. The General Manager will direct and administer all aspects of the operation and coordinate the property's policies and procedures as defined by the property's ownership. Responsibilities include:

- Develop, maintain and administer a sound business and organizational plan for the property which includes an operating/capital budget and marketing plan
- Hires, develops and supervises all key management employees of the property
- Consistently assures that the property is operated in accordance with all applicable local, state and federal laws
- Oversees the care and maintenance of the property's physical assets and facilities
- Assists in the creation and coordination of the property's marketing strategy in conjunction with the designated Marketing and Sales Directors
- Works with the appropriate department managers to create and conduct player development programs to attract golfers to the facility
- Ensures the highest standards for food, beverage, sports, recreation activities and other property services
- Analyzes financial statements (income and expenses) relative to budgeted goals and takes corrective measures as necessary
- Works with department heads (where applicable) to schedule, supervise and direct the work of all property employees



- Maintaining positive and productive relationships between the golf facility and its owner, golfers, guests, employees, community, government and industry
- Participates in outside activities that are judged appropriate to enhance the presence of the property in the local community

## Requirements

- Must have 3-5 years related experience in golf operations/club management
- A four-year college degree preferred
- PGA Member preferred
- Must have supervisory, coaching and staff development experience
- Must have experience in total golf facility management and demonstrated ability to run a professional, efficient, high quality, service-oriented operation
- Must have a strong business aptitude and passion for the golf business
- Must be proficient in the use of Microsoft Word, Excel, Outlook, and PowerPoint
- Must possess exceptional written and verbal communication skills
- Must be extremely organized, efficient and detail-oriented
- Must have exceptional customer service skills
- Must be highly motivated, goal driven and self-starter
- Highly polished interpersonal skills, with the ability to connect with people easily and quickly
- Must have skill to exercise good independent judgment in assessing situations and making decisions
- Ability to establish and maintain effective working relationships

## COMPENSATION:

Compensation for the position will be a base salary (\$50,000-\$70,000) based on experience. Benefit Package to be discussed at interview.

## HOW TO APPLY:

Please visit <http://www.billycaspergolf.com/people/careers> to apply via our online application system. Only applications/resumes submitted through the Billy Casper Golf website will be accepted.

*Billy Casper Golf is an equal opportunity employer and encourages members of minority groups and women to apply.*



**PGA**<sup>™</sup>

Career Services

*"The Experts in the Game and Business of Golf"*

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