



GENERAL MANAGER OPPORTUNITY

The Chatterbox Club, a premier private women's social club, is seeking an extraordinary General Manager.

An amazing opportunity awaits a candidate with a successful record of engaged leadership and management at experience-centered private clubs or high-end hospitality establishments.

The General Manager reports to the Club President, manages a staff of approximately 30 full and part-time employees and is responsible for all Club operations, including:

- Implementation of policies established by the Board of Directors and adherence to the By-Laws of the Club
- Kitchen and dining operations
- Upkeep and maintenance of Club House and grounds
- Compliance with all relevant laws and regulations impacting the Club
- Operational finances
- All facets of Human Resource Management

The General Manager role is best suited for one who enjoys being visible, highly engaged, interactive and possesses the ability to work collaboratively with a strong team of member leaders and staff. In addition, this individual will embrace the values of this Club, known for its personalized service and atmosphere.

Qualifications

Demonstrated success managing in the hospitality field

Bachelor's Degree preferred

Satisfactory credit and background checks

Compensation is commensurate with the duties and responsibilities of the position. Benefits include health insurance, vacation and Simple IRA, in accordance with the Club's benefits program. CMAA membership and continuing education are also provided.

Interested candidates should submit their cover letters and resumes to:

Lisa Roland

90 Westminister Road

Rochester NY 14607

lmroland58@gmail.com

Resumes will be accepted and acknowledged until August 22, 2020

About the Chatterbox Club

The Chatterbox Club is in its 98th year of operation. It fosters social and intellectual interaction among its members through robust programming, special interest groups and activities, in addition to private or sponsored on-site events. The Club is located in an historic home in a Rochester Preservation District. The Club has about four hundred members, a strong balance sheet and no long-term debt. Annual capital expenditures and improvements are self-funded.