General Manager

Pike Run Club and Lodge - Jones Mills, PA

**About Pike Run:**

Nestled among 400 wooded acres in the Laurel Mountains near Donegal, PA and surrounded by 20,000 beautiful acres of protected state game lands, Pike Run Club and Lodge provides an unmatched year-round retreat from the hustle and bustle of everyday life. Pike Run combines a traditional setting with modern amenities and a full range of recreational activities including:

Warm Months:

* Executive Golf Course
* Heated Swimming Pool
* 2 Tennis Courts
* Private Trout Stream
* Bowling Green
* Biking

Winter:

* Cross-Country Skiing
* Bonfires
* Welcoming Fireplaces
* 10-Minute Proximity to 2 Local Ski Resorts

All Year:

* Trap, Skeet and Five Stand Shooting
* Gourmet Dining
* Special Events
* Cozy Lodging

**Position Overview**

Pike Run Club and Lodge is looking to hire a General Manager to oversee all aspects of the club. This includes, but is not limited to, membership sales, event planning, member and board relations, club financials, food and beverage sales, operations, and facility management, etc.

The General Manager would be responsible for the duties listed below and those additional, as needed.

**Major Responsibilities**

*Club Management*

* Managing, scheduling, hiring, and training staff
* Create and maintain an excellent work environment, centered upon teamwork and mutual respect
* Oversee liquor and food inventories and procurement
* Develop and execute sales and marketing plans that focus on increasing memberships and special events
* Prepare annual financial budgets with proper forecasting, cost controls, labor management and revenue generating programs
* Secure and maintain positive involvement from the Board of Directors by supporting their vision for the Club
* Ensure all accounting practices comply

*Member Services*

* Maintain exceptional member relations and facilities by creating a quality environment through staffing, programming, service operations and maintenance
* Actively market club memberships, member services and facilities to attract new members
* Ensure all members receive the level of attention and service necessary to exceed their expectations

*Special Events*

* Work with the House Committee to plan club events and parties
* Recruit for and plan special events such as weddings, reunions, and corporate events

*Communications*

* Establish and maintain an effective communication process with the Executive Committee, Board of Directors, Members and Staff.
* Hold office hours for administrative tasks and to ensure availability

**Position Requirements**

* 3-8 years of management experience within private club, hospitality, or hotel industry
* Full understanding of club financials with ability to forecast/budget expenses and revenue
* Experience in development and execution of business plans and revenue strategies
* Effective communication and presentation skills
* Proficient in Microsoft Office
* Experience with QuickBooks a plus
* Prior experience with Point-of-Sale systems or club management software preferred
* Possesses a passion for exceeding member/ guest expectations and a commitment to excellence
* Bachelor’s Degree – Hospitality Management, and/or Business Administration

Compensation package includes:

 Base salary $40,000 to $70,000 range to be determined by qualifications and experience

 Bonus and Incentive opportunities are offered

 Benefits include health insurance, retirement contribution, paid vacation, potential housing

Please forward your cover letter and resume to jpcrawford@crawfordinsure.com