



Job Description for General Manager

I. General Manager (GM)

II. **RELATED TITLES:** Club Manager; Clubhouse Manager

III. JOB SUMMARY

Serves as General Manager of the Club: managing all aspects of the Club including its activities and the relationships between the Club, its Board of Directors, Koshkonong Golf Academy (KGA) members, guests, employees, community, government, and industry. Coordinates and administers the Club's policies as defined by its Board of Directors. Develops operating policies and procedures and directs the work of all department managers. Implements and monitors the budget, monitors the quality of the Club's products and services and ensures maximum member and guest satisfaction. Secures and protects the Club's assets, including facilities and equipment.

IV. JOB DESCRIPTION

1. Manage the Operations of KMCC with the goal of sustainable financial performance.

- a. Develops and enforces general and operational policies, including organizational structure, personnel policy, actions and training.
- b. Develops, monitors, and adjusts budgets. Manages financials, cash flow, and purchasing policies.
- c. Establishes preventative maintenance plans and initiates improvements for assets and facilities.
- d. Establishes, and/or approves workloads and performance standards.

2. Foster an inclusive and positive culture for both members and guests.

- a. Coordinates Club committees and Golf Academy activities. Initiates and oversees member events.
- b. Welcomes and provides guidance to members, ensuring adherence to policies. Reports, addresses, and manages member infractions effectively.

- Please continue to page 2 -

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3. Grow the membership and community reach of KMCC

- a. Participates in community activities to enhance Club reputation.
- b. Work with marketing to develop action plans to increase membership numbers and revenue

4. Additional Duties

- a. Ensures legal compliance and quality standards across Club services.
- b. Attends Board meetings, providing insights and recommendations.
- c. Acts as a liaison between Club and Board, overseeing operations.
- d. Prepares reports for committees and Board use.
- e. Negotiates and manages contracts; manages equipment and space.
- f. Maintains relations with agencies and directs product control.
- g. Handles emergencies promptly, emphasizing prevention.
- h. Convenes and leads meetings; works with vendors and contractors.

V. **REPORTS TO:** Board of Directors

VI. **SUPERVISES:** Food and Beverage Director, Accounting, Sales & Marketing Director, Golf Professional, Golf Course Superintendent.

Kindly submit your resume for consideration to info@kmccgolf.com

Learn more about us at kmccgolf.com



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