



NAPLES SAILING & YACHT CLUB

Where Friendship Meets The Water

26° 08' 30" N | 81° 47' 35" W

Events and Communications Manager

Reports to: General Manager

Position Summary

This position shall be responsible for partnering with the Social Chair, First Mates Chair, Power Fleet, and Sailing Fleet Captain in the planning, organization, and execution of all member and social events at the Club, ensuring memorable experiences for members and guests while upholding the prestige and standards of the Club.

The position is also responsible for coordinating the calendar of Club events.

The position shall oversee and manage Club communications, including, but not limited to, the Club's website, Spinnaker newsletter, email communications, and social media presence.

Position Responsibilities

Fiduciary/Management roles

- Plan, promote, and generate enthusiasm for the Club's diverse social programs.
- Ensure flawless execution of all Club events.
- Work with Social, First Mates, Clubs within the Club, and Sail and Power Fleet Captains on creating and managing the Club's Master Calendar.
- Maintain the Club's website to ensure the site has current and correct information.
- Handle all Club correspondence, including email blasts, text push notifications, and social media updates.
- Work with the Clubhouse Manager and the Executive Chef to determine menu, pricing, and event details.
- Work with the General Manager on Sponsored Member Events (Catering), meet with the hosts, plan the event, and assist the Food and Beverage Department in executing the event.
- Create Banquet Event Orders and participate in all weekly staff meetings.
- Assume the role of opening or closing manager on duty.
- Supervise the Club's a la carte dinner service as necessary.
- Complete other duties as assigned by the General Manager.

Qualifications

- Three to five years minimum experience in high-end private event sales for a private club, hotel, or resort is preferred.
- A friendly and outgoing personality with strong communication skills and high visibility.
- A commitment to the profession and high ethical standards.
- The ability to operate a computer to enter, retrieve, review, or modify data using Word, Excel, Outlook, PowerPoint, Members First Web Service, and JONAS.

Benefits

- The salary is open and commensurate with qualifications and experience for a position of this level.
- The Club offers an excellent bonus package that includes meals, association dues, and other professional development assistance.
- Health, Dental, and Vision insurance and a club-matched 401K program.

Please submit your resume and cover letter to General Manager Manny Blanco at gm@thensyc.com