



Stonebridge Country Club in West Boca Raton seeks a highly experienced Director of Membership and Marketing, who will serve as the departments' liaison for current and prospective Members, and will focus on branding and marketing the Club.

**DUTIES AND RESPONSIBILITIES:**

- Maintains the Club's overall strategic marketing goals and branding
- Serves as the main contact between the creative design company and the Club
- Responds to inquiries from and maintains contact with prospective Members and real estate agents in connection with the process of joining the Club
- Provides tour for prospective Members and real estate agents
- Prepares an informative onboarding experience for new Members and oversees that administrative tasks are accomplished by the Administrative Assistant
- Acquires an in-depth understanding of the Club's bylaws, rules and regulations, and easily articulates them to Members when questions or issues arise
- Responsible for Member engagement, satisfaction and retention
- Responds to inquiries received via the website or by phone related to Membership and real estate
- Creates high quality membership publications
- Coordinates and facilitates membership hosted events
- Coordinates direct mailings to Membership
- Stays up to date on the latest industry trends in membership including new technologies in targeting and reaching new audiences
- Promotes Club activities, events and engagement opportunities within the Club
- Manages, advises and assists the Administrative Assistant in daily efforts
- Creates and adheres to budget guidelines
- Performs other related duties as requested by management

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university, preferably in marketing, communications, public relations, journalism, hospitality or a related field; or five plus years of solid related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Expert knowledge of Microsoft Office Suite; Working knowledge of Jonas Software and MembersFirst preferred

Qualified candidates are asked to apply by emailing their resume to [dpapa@stonebridgefl.com](mailto:dpapa@stonebridgefl.com). Resumes can also be mailed to the Club at 10343 Stonebridge Blvd, Boca Raton FL 33498 Att: Human Resources