



Keowee Key Property Owners' Association Seeking Experienced CLUB DIRECTOR

**Interested applicants can apply at
www.keoweekesc.com/careers
or email resumes to rwalden@kkpoa.com**

The Club Director at is responsible for overseeing the strategic and operational aspects of the Keowee Key Property Owners' Association, ensuring alignment with member expectations and organizational goals. This role encompasses operational excellence, financial management, member satisfaction, and employee engagement, while maintaining compliance with all relevant regulations.



Responsibilities

Operational Excellence

- Oversee daily club operations, ensuring high-quality service and facilities
- Coordinate with Operations Department on facility maintenance and capital improvement projects
- Collaborate with F&B Manager and Executive Chef on menu development and dining experiences
- Recommend technology solutions to enhance operations and member experiences.
- Support staff in planning and executing club events, including banquets, tournaments, and all other social gatherings.
- Oversee promotion of catering services and event bookings to enhance club revenue and member satisfaction.

Financial Management

- Develop and manage annual operating and capital budgets
- Analyze financial statements and implement corrective actions
- Optimize financial performance through cost management and revenue enhancing strategies.
- Oversee purchasing policies and procedures

Member Satisfaction

- Consistently exceed member expectations through exceptional service
- Proactively solicit and address member feedback
- Foster a welcoming and inclusive club environment
- Develop and implement marketing strategies to drive membership and revenue growth
- Promote club services and facilities to current members and guests

Employee Engagement & Compliance

- Provide leadership to all levels of club staff, fostering a positive work environment
- Assist in recruitment, training, and professional development of staff
- Implement and enforce employee policies and procedures
- Ensure compliance with all legal requirements, including labor laws and alcohol regulations
- Oversee health and safety protocols for staff

Requirements

Education: College degree in Business Administration, Hospitality Management, or a related field preferred.

Professional Memberships & Certifications: Member of Club Management Association of America or other relevant professional organizations preferred.

Experience: Minimum of 5 years of progressive experience in club management or a related hospitality role required.