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**Job Title**

Membership & Communications Director

**Brief Job Description**

**Membership Director**

Belle Haven Country Club (BHCC) located in Alexandria, Virginia has an excellent opportunity for a seasoned and groomed professional knowledgeable in Club rules, regulations and offerings. We seek candidates that are thoroughly engaging, passionate and skilled to retain and recruit new membership. Must have strong proven sales record coupled with club sales/industry knowledge. Membership and Communications Director reports directly to the C.O.O./General Manager.

**Position Overview**

**Sales:**

* Serve as the key contact for all prospective and current members.
* Implement sales, marketing, and public relations plans which align with fiscal and operational budgeted goals.
* Actively cultivate and develop new membership through key sales/marketing methods and membership referrals.
* Maintain a connection and develop key relationships with area realtors and businesses to build upon BHCC brand.
* Provide tours of all Club facilities to potential new membership.
* Represent the Club in various meetings and/or outside agencies.
* Conduct presentations with various clients or board members marketing-related membership plans and strategies.
* Process all new membership according to BHCC guidelines.

**Member Relations:**

* Establish and maintain great communications with existing Club members and staff.
* Plan and execute monthly/quarterly New Member Introductions.
* Develop and maintain New Member Orientation program.
* Coordinate member communication relations, including newsletters, birthdays, anniversaries, and or sympathy announcements as needed.

**Administration:**

* Develop a complete understanding of BHCC membership classifications, fee schedules, rules, and regulations.
* Be the point-of-contact for all existing and new member inquiries.
* Coordinates social activities and maintains a calendar of events.
* Develop and adhere to departmental budget to assure revenue goals are attained.
* Attend/Participate in staff meetings.
* Create and maintain new membership kits.
* Report approved new members to the accounting department to initiate proper set up of administration of memberships.
* Manage Club membership directory and assist members with website and mobile app inquiries.
* Work with the Club accounting department to monitor accounts receivable.
* Complete special projects as assigned by C.O.O./General Manager or the Board of Directors.
* Manages and directs the Communications Manager tasks, position requirements and performance.
* Use of the Jonas system and applicable Microsoft Office systems.

**Candidate Qualifications**

* Five to Seven + years of private club experience in membership sales
* College degree preferred.
* Excellent interpersonal and communication skills
* Strong time management skills

**Educational Requirements**

* College degree preferred.

**Date Position Available**

Immediately

**Other Benefits**

**Salary & Benefits**

The salary is structured to commensurate with qualifications and experience.  The Club offers an excellent bonus and benefits package.

Insurance:  Medical, Dental, Vision, Life, STD, LTD

401(k) Plan-Contribution/Club Matching

Free Meals and discounted merchandise purchases

Please submit cover letter, resume and salary requirements to:

hr@bellehavencc.com