



Club Name: City Tavern Club

Description of the Club: Located in Georgetown at the intersection of M Street & Wisconsin Avenue, the City Tavern Club has long been a center of activity in the city. The clubhouse is listed on the National Register of Historic Places, and the City Tavern Club operates as a nonprofit organization with the mission of preserving one of the oldest Federal period buildings and the sole remaining founding-era tavern in Washington, D.C. The Club provides fine dining, elegantly appointed rooms for entertaining, popular events, and a diverse membership.

Point of contact for the posting and email address: Mary Beth Torpey, Club President

(marybeth.tyler@gmail.com)

Job Role: City Tavern Club General Manager

Job Summary (Essential Functions)

Serve as Chief Operating Officer of the club. Manage all aspects of the club including its activities and the relationships between the club and its Board of Directors, members, guests, employees, community, government and industry. Coordinate and administer the club's policies as defined by its Board of Directors. Develop operating policies and procedures and direct the work of all department managers. Implement and monitor the budget, monitor the quality of the club's products and services, and ensure maximum member and guest satisfaction. Secure and protect the club's assets including facilities and equipment. Work with Club's sister entity, the Preservation Foundation with their operational and fundraising efforts. Business development for special events to drive increased catering sales for weddings, private events, corporate meetings, milestone celebrations, etc.

Job Tasks/Duties

- Implements general policies established by the Board of Directors; directs their administration and execution.
- As a partner with the Governing Board in advancing the club's mission, the GM/COO discusses with the Board issues facing the club and identifies actual or anticipated problems.
- Apprises the Governing Board of trends, changing circumstances and unexpected occurrences that could result in making changes to the strategic plan.
- Reports member infractions to the Board for necessary action.
- Monitors long- and short-term objectives and financial reports and, in consultation with the Treasurer and Accountant to prepare a financial plan for the club.
- Manages club cash flow and establishes controls to safeguard funds.
- Identifies enhanced business development opportunities to meet and surpass projected sales and catering revenues
- Sets the standard for effective management and demonstrates a concern for the supervision and development of the staff.
- Plans, develops and approves specific operational policies, programs, procedures, methods, rules and regulations in concert with general policies.
- Establishes employee rules and regulations, work schedules, internal controls and a performance

appraisal system.

- Develops, maintains and administers a sound organizational plan; initiates improvements as necessary.
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs.
- Coordinates development of operating, cash, and capital budgets according to the applicable budget calendars; monitors monthly budget and other financial statements; takes effective corrective action as required; approves vouchers before payment; prepares and makes financial reports to the board of directors.
- Coordinates and serves as *ex-officio* member of appropriate club committees.
- Welcomes new club members; “meets and greets” all club members as practical during their visits to the club. Develops ongoing dialogue and rapport with members through recognition, communication and follow-through.
- Provides advice and recommendations to the club’s President and committees about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans or budgets.
- Consistently assures that the club is operated in accordance with all applicable local, state and federal laws.
- Oversees the care and maintenance of all the club’s physical assets and facilities.
- Coordinates the marketing and member-relations programs to promote the club’s services and facilities to present and potential members.
- Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services.
- Establishes and monitors compliance with purchasing policies and procedures; reviews and approves purchasing procedures and requirements.
- Reviews and initiates programs to provide members with a variety of popular events.
- Works with subordinate department heads to schedule, supervise and direct the work of all club employees; confers with them about personnel-related matters including compensation, job changes and performance evaluation.
- Convenes and presides over meetings with department managers and conducts regular full staff meetings.
- Attends meetings of the club’s Executive Committee and Board of Directors.
- Participates in selected community activities to enhance the prestige of the club; broadens the scope of the club’s operation by fulfilling the public obligations of the club as a participating member of the community.
- Properly manages all aspects of the club’s activities to ensure and maintain the quality of products and services provided by the club.
- Serves as liaison between all management staff and the board.
- Coordinates inter- and intra-committee activities.
- Writes policy and rule directives or approves those written by department heads.
- Has ultimate authority over inter-departmental matters and implements policies concerning employee-employer relations.
- Develops, maintains and disseminates a basic management philosophy to guide all club personnel toward optimal operating results, employee morale and member satisfaction.
- Prepares reports and other support material for committee and board use.
- Negotiates and recommends board approval for contracts.
- Provides for and manages use of the club’s equipment, space and materials.
- Establishes and approves workloads, work methods and performance standards.
- Maintains relations with police, fire, liquor control board, health department and other governmental agencies.
- Directs purchasing, receiving, storage, issuing, preparation and control of all products, supplies and equipment.

- Coordinates as necessary arrangements for public functions and social gatherings including seating according to protocol and special courtesies extended to members and guests.
- Ensures proper cleanliness and sanitation of all club facilities and environments.
- Performs competitive analyses on clubs and other businesses providing member alternatives through personal observations and historical reports.
- Oversees risk management programs to ensure that adequate safety measures are in place to protect members, employees and club assets.
- Handles emergencies such as fires, accidents and breaches of security or house rules promptly and in person. Emphasizes prevention through training, inspection and preventive enforcement.
- Secures and protects the club's assets, including intellectual property and brand, and enhances the brand equity.
- Convenes and presides over meetings with departmental managers; conducts all-facility personnel meetings.
- Gives direction to and works closely with vendors, outside contractors, firms and individuals providing services to the club.
- Directs the writing and publishing of the club newsletter and plans for intra-club public relations.
- Maintains relations with local, state and national associations
- Assists in the sale and transfer of club memberships.
- Provides for the security of the club, its environs and members' belongings.
- Adheres to established board media policies.
- Performs other duties and functions as the club board may direct that are consistent with this job description.
- Operates Jonas software for club management and reporting

Physical Demands and Work Environment

- Must be able to reach, bend, stoop, stand and lift up to 40 pounds.
- Must be able to handle hot and cold interior and outdoor conditions.

Qualifications

- A minimum of 5 years related experience in an upscale environment. Private club, resort and/or hospitality experience required.
- A Bachelor's Degree from a four-year university or college, preferably in Hospitality Management is preferred. In lieu of the degree, substantial private club or hospitality experience will be fairly considered. Certified Club Manager (CCM) designation is desired, but not required
- English required; Spanish preferred
- Computer skills: Proficient in Outlook and Internet applications; familiarity with various graphics programs (Canva, Adobe)
- Must be able to pass background security screening

Salary & Benefits

- Salary is open and commensurate with qualifications and experience and befitting a club of the size and scope of the City Tavern Club

Instructions

- Please submit your résumé and cover letter to the email address above
- If you have any questions, please email Mary Beth Torpey: marybeth.tyler@gmail.com