

Cavalry Club

4801 Troop K Road
Manlius, NY 13104

Club Details

Age of Club: 119 Years.

Number of Members: 300 Golf, 311 Social/Pool

Average Age of Members: 57

Gross Dollar Volume: \$4,100,000

Annual Dues Volume: \$2,200,000

Annual Food Sales: \$650,000

Annual Beverage Sales: \$350,000

The Club's website is www.cavalryclub.org

Club is open 7 days per week, 10 1/2 months per year.

Golf Facilities

- Newly renovated 18-hole course. Original design by Dick Wilson & Joe Lee. Redesign by Sanford & Ferris.
- Practice facilities with natural grass and artificial surfaces

Tennis Facilities

- None

Swimming Facilities

- Full pool facilities with snack bar, swim team, and lessons

Dining Facilities

- Two Clubhouses. One Clubhouse features a full-service restaurant, outdoor dining, bar, pro shop and locker rooms. The second clubhouse features a large banquet space seating up to 200 people, with full kitchen facilities.
- Golf Course snack bar with beverage carts
- Pool Snack bar

Cavalry Club is a private golf and country club in Central New York with a rich history from the New York State Cavalry extending back to 1904. The Cavalry Club, a not-for-profit organization, is owned by the Cavalry Troop D descendants and run by an elected Cavalry Veterans of Syracuse Board of Directors. The facilities consist of a world-class 18-hole course, driving range, pro shop, golf bar/concessions, golf house restaurant, swimming pool, pool snack bar, and full banquet facility.

The Cavalry Club General Manager is hired by the Board of Directors and reports to the Board of Directors. The General Manager (GM) is responsible for carrying out Board policies and will be held accountable for all areas of the club to ensure the synergism of club activities while also being a liaison between staff, committees, members, and club operations for the Board of Directors. The GM oversees supervising the Director of Golf, Director of Golf Course Operations, Food & Beverage Director, Maintenance, and all restaurant/kitchen staff, and business office personnel.

The characteristics of a successful General Manager include enthusiasm, creativity, honesty, humility, integrity, accountability, leadership, dedication, and foresight. S/he must demonstrate strong interpersonal skills, administrative competence, and be able to communicate the Board's vision verbally and in written documents. Solid computer, time management, and goal setting skills are a necessity along with an understanding of golf and country club standards/trends.

Job Details

Date Posted

4/19/2023

Job Title: General Manager

Brief Job Description

The general manager (GM) is responsible for the proper management of all aspects of the club's activities so as to ensure maximum membership satisfaction; a sound financial operation compatible with the best interests of members and their guests, club employees, and the Board; the maintenance and improvement of the quality of the club's services; and the security and protection of the club's assets and facilities. The GM reports to the Board of Directors and administers all policies as established by the Board, club bylaws, and club rules.

GM Guidelines:

The General Manager will...

- Keep the Board apprised of the organizational climate, identifying problems either actual or anticipated, communicates with the Directors, and offers consultative assistance as well as shares responsibility with the Board for the club's success and development.
- Have authority to manage personnel and technical administration of the club's operations. S/he will assume or delegate duties and responsibilities of the department heads if they are absent or disabled and shall employ and terminate employees and independent contractors. However, such employment and termination shall be in conformity with the general policies established by the Board and Club bylaws and are subject to prior coordination with concerned committees and Board approval.
- Monitor long-term and short-term objectives, financial reports, and prepare financial plans for the club.
- Work closely with the business office and will analyze financial statements, manage cash flow and establish controls to safeguard funds. The GM will review income and costs relative to goals and will take corrective actions, as necessary.
- Establish and monitor compliance with purchasing policies and procedures. The GM will also use sound fiscal methods in order to prepare and achieve budget objectives approved by the Board in the annual operating budget.
- Set the standard for effective management, maintaining a high level of ethics, prudence, creativity, productivity, and demonstrate a concern for the supervision and development of the staff.
- Maintain a comprehensive knowledge of operational procedures and principles used throughout the club and take responsibility in developing, maintaining and documenting consistent procedures.

- Maintain a safe and secure working environment for all staff.
- Work closely with department heads to schedule, supervise, direct and review the work of all employees. This will include annual or semi-annual performance reviews for staff.
- Attend Board meetings and help the Board to arrive at a consensus about important matters by providing pertinent information and interacting with the Board to investigate more efficient operating procedures and club activities.
- Have knowledge of key situations or problems facing the club. The GM will monitor all activities in progress in order to achieve the Board's objectives and will provide feedback to the Board on progress being made.
- Apprise the Board of national, local, and Cavalry Club trends, changing circumstances, and unexpected occurrences that could call for innovation or adaptation of the Board's objectives.
- Help set and maintain high standards for all facilities, services and communications while overseeing all programs, services and activities to ensure that objectives are met. This includes but is not limited to ensuring the highest standards for food, beverage, sports, recreation, entertainment and other club services.
- Coordinate and edit all membership and public relations communications.
- Attend committee meetings to help review and initiate programs that provide members with a variety of popular events and increased membership satisfaction.
- Participate in outside activities that are judged as appropriate and approved by the Board to enhance the prestige of the club; broaden the scope of the club's operation by fulfilling the public obligations of the club as a participating member of the community. (For example: attending Club Management Association of America Meetings, Chamber of Commerce Meetings, or Local Benefits.)
- Be the operating head of all departments and work closely with related professionals to review all administrative matters including but not limited to implementation of individual contract provisions; accounting and financial aspects including payroll; accounting concerning charges to members billed through the club; maintenance; and repair of club space and property allotted to their operations; purchasing procedures on approved budget items, both capital and operational; staff performance and reviews; daily operation expectations as well as banquets and other club functions.

Educational Requirements

Bachelor's degree. Preferably in the Hospitality or Business field

Other Benefits

IRA with match, Health Insurance, CMAA Dues and Conference. Salary based on experience.

Date Position Available

Immediately

Please send resumes to:

Mr. William Verbeck, President

willverbeck@gmail.com