



Eagles Mere Country Club Overview

The Eagles Mere Country Club is a premier family-oriented private club located in Eagles Mere, Pennsylvania which is in Sullivan County in the Endless Mountains of northeast Pennsylvania. The historic and quaint Eagles Mere village is nearby (and overlooks Eagles Mere Lake) and became a summer retreat as a second home community for wealthy families from Philadelphia and other eastern cities in the late 1800s. Today, Eagles Mere has approximately 125 full time resident families and swells to over 3,000 in the summer months. The Club was established in 1911 and boasts a signature William Flynn golf course that opened for play in 1913. Eagles Mere also offers tennis, pickleball, fitness (located nearby) plus a host of social activities for its membership. The Clubhouse overlooks the mountains and offers a variety of casual dining options. The historic Club has quietly built a reputation for its friendly Members and its broad appeal to families of all ages in its dedication to promoting an active lifestyle.

Eagles Mere Country Club is member owned, governed by a Board of Directors and currently has over 410 total Member families. Many of the Eagles Mere members are also members at some of the finest private clubs on the East Coast including Merion, DuPont Country Club, Robert Trent Jones, Pine Valley and more. The Club operates with an annual budget of approximately \$2 million.

The Eagles Mere Country Club's Mission: Eagles Mere Country Club is a private club, steeped in rich history and tradition, from its William Flynn designed golf course to its longstanding commitment to its membership, Eagles Mere and surrounding communities. The Club is committed to providing its members, families, and guests with an exceptional experience.

The Eagles Mere Country Club Vision: Eagles Mere Country Club will be the premier country club in the mountains of northern Pennsylvania and a magnet destination for those seeking an outstanding golf, dining and recreational experience.

The spectacular William Flynn designed championship golf course was completed as 18 holes in 1923 and has basically remained the same layout since. The course is a par 71 from all four sets of tees, and has a yardage ranging from 5,013 yards from the forward tees up to 6,210 yards from the championship tees. In addition to hosting Members and their guests, the course has hosted top PGA professionals over the years including Mike Souchak and Jerry McGee and the famous British female amateur, Joyce Wethered.

The Pro Shop, located adjacent to the putting green and the first tee, is in a separate building than the Clubhouse and also has a large lounge area. The historic clubhouse overlooks the mountains and is currently in the middle of a Clubhouse renovation project to build a new Grille Room and Bar plus outside dining venues which are scheduled for completion by Memorial Day, 2022. The Club hosts an average of 20 to 30 Member events per year and a number of non-Member events.

The Club's website is www.eaglesmerecc.com.

General Manager Position Overview

The General Manager for Eagles Mere Country Club, while administering the By Laws, policies and rules established by the Board of Directors, will serve as the Chief Operating Officer and is responsible for the management of all aspects of the Club's day-to-day activities. The General Manager will ensure maximum Member and Guest services and satisfaction, an effective financial operation, maintenance and repair of Club facilities, contribution to the Club's membership goals, establishment of plans for the implementation of the Club's long-range plan and the security and protection of the Club's facilities.

The General Manager reports directly to the Club President, is an advisory member of the Board of Directors and an ex-officio member of all standing committees. Direct reports to the General Manager include the PGA Golf Professional, Golf Course Superintendent, Clubhouse Manager, Executive Chef, Communications and Membership Manager and Administrative staff.

The General Manager will oversee and direct the Club's Department Heads and be responsible for the entire Club operation, including the following key areas:

- Member and Guest Relations -- provide outstanding service to Members and Guests
- Food and Beverage – oversee both a la carte and special events with outstanding food and warm, friendly and efficient service
- Golf Operations – oversee the golf operations by working closely with the PGA Golf Professional, including tournaments, programs, tee times and merchandise (owned by PGA Golf Professional)
- Golf Course Maintenance – oversee the golf course maintenance by working closely with the Superintendent and staff to ensure Member satisfaction as it relates to the look and playability of the course
- Racquets Operations – oversee the tennis and pickleball operations, including court maintenance, court times, programs and tournaments
- Fitness Center and Operations—oversee the daily operations of the EMCC fitness facility (which is located at another location near the Club)
- Human Resources – oversee the hiring, training, and terminating of all Club personnel and establish specific personnel policies, hourly wages, compensation and benefit programs, job descriptions, annual performance reviews and personnel procedures
- Housekeeping – oversee the daily cleanliness of all areas of the Club
- Capital Improvement Projects – oversee any CIP projects in progress and work with the Board on planning for possible future projects
- Membership Sales and Marketing – oversee the ongoing Membership sales and marketing activities
- Club Communications – oversee the regular Club emails and monthly newsletters and any other Club collateral
- Budgeting and Accounting – oversee the development of the annual budgets and daily, weekly and monthly financial reporting, including accounts payable and accounts receivable by working closely with the Administrative staff and Finance Committee
- Contracts – review and approve all Club contracts in accordance with guidelines established by the Board
- Governance – uphold and enforce the By Laws, rules, policies and procedures of Eagles Mere Country Club
- Committees – work closely with each committee (including attending their respective meetings) in order to assist them in their roles with the Club

- Other – conduct weekly Department Head staff meetings, conduct regular meetings of all EMCC employees, attend and report at all Board of Directors meetings, attend all committee meetings and represent Eagles Mere Country Club in working with the CMAA, USGA, PAPGA, PGA and other club and golf organizations, including speaking to outside groups and any other duties as assigned by the Club President

Additional Information

Eagles Mere Country Club is seeking a General Manager with excellent private club General Manager experience required or excellent experience as a Clubhouse Manager (or with other similar titles) with a minimum of 5 years of experience working at outstanding private clubs. In addition, the CMAA certification and a college degree are preferred.

The Board is seeking a new General Manager that will manage the day-to-day operations of the Club, be detail oriented, and have a strong understanding of Club finances, excellent communication skills and experience in membership recruitment and retention. The position reports to the President and the Board of Eagles Mere Country Club. This position is year-round, will manage a staff of approximately 60 people (based on the season) and will begin by approximately March 1, 2022 or before if possible.

Eagles Mere Country Club is also in the middle of a major Clubhouse renovation project including a new Grille Room and Bar plus outside dining venues which are scheduled for completion by Memorial Day, 2022. The General Manager will also be responsible for overseeing the completion of the renovation project.

The salary and benefits for this position include a salary commensurate with the successful candidate's experience and benefits include health insurance, IRA Plan, CMAA dues, paid vacation and a reasonable relocation allowance for moving into the area.

Interested candidates should provide their resume to gba@widomaker.com by the December 31st deadline.