



### **Marketing & Events Manager – Chagrin Valley Hunt Club, Gates Mills, Ohio**

Founded in 1909 and nestled in the quaint village of Gates Mills, just 25 miles east of Cleveland, is the unique Chagrin Valley Hunt Club. Originally founded during the region's booming industrial era, the Hunt Club served as a gathering place for city-dwelling members seeking a sporting refuge for foxhunting or horseback riding. Now, the modern Chagrin Valley Hunt Club offers elegant dining, event and meeting facilities, court and platform tennis, and swimming facilities. In addition, the Club offers four overnight sleeping rooms and a rentable two-bedroom cottage.

The Marketing & Events Manager is an integral part of the Management team who works closely with the General Manager, AGM, Executive Chef, and Member Relations.

#### **Responsibilities include but are not limited to:**

- Manage all digital channels (website, social media, email campaigns)
- Designing and distributing promotional materials for dining, social, and special programs
- Maintaining brand consistency across all platforms and communications
- Planning and execution of all private-party banquets and Club events.
- Developing contract terms for all private-party events
- Planning menus for private-party banquets
- Organizing and maintaining the Club's event calendar
- Organizing and distributing all event information to all Department Heads in a timely manner
- Overseeing all administrative and operational aspects of preparation, service, and billing for events
- Assisting members and guests with orders for special requests such as cakes, flowers, dance floors, decorations, entertainment, audio-visual equipment, etc., as requested.
- Developing strong working relationships with vendors
- Reviewing invoices for the billing of all banquet events
- Attending weekly staff meetings
- Leading staff meetings for each private event

#### **Candidate Qualifications:**

- Bachelor's degree in hospitality management or similar is preferred
- Minimum 3 Years of catering experience, knowledge of and experience in the private club industry is a plus
- Management experience in upscale restaurants, hotels, resorts, or exclusive private clubs
- Knowledge and experience in computer software, including Microsoft Office and communication design tools
- Experience with Jonas Activity Management is preferred

**Candidate Overview:**

- Must be able to represent the club in a professional manner including appearance, communication, and attitude
- Must be extremely detail-oriented
- Possess strength in the area of multitasking
- Be extremely focused on providing exceptional customer service to members and guests
- Ability to manage last-minute changes with flexibility
- Candidate must be willing to work on holidays and weekends
- Willingness to work hours as needed for events
- Excellent communication skills both verbally and in writing; accuracy in grammar and spelling
- Positive attitude and pleasant disposition
- Must possess poise, sophistication, and a great sense of humor
- Must possess high service standards
- Must be able to handle a fast-paced, constantly changing, high-end environment
- Must be a team player and treats others with respect

**Operational Overview:**

- The Club is open 6 days per week, May through December; and 5 days per week January through April. The Club recognizes an annual closure between February and March.

**Reports to:**

General Manager

**Compensation & Benefits**

The successful candidate can anticipate a compensation and benefit package commensurate with ability, experience, and performance, including medical, dental, and vision insurance, Simple IRA with employer match, and professional development.

**Credential Submission & Timeline**

Credentials will be accepted until January 17<sup>th</sup>, 2026. The successful candidate should expect to begin the position in late February or early March.

Interested candidates should submit their cover letter and resume to:

**Rick A. Fabian II, CCM**  
**General Manager**  
**The Chagrin Valley Hunt Club**  
**7620 Old Mill Rd. PO Box 159**  
**Gates Mills, Ohio 44040**  
**rick@cvhuntclub.org**