ABOUT BURLINGTON GOLF CLUB

Burlington Golf Club | General Manager Recruitment Site

Burlington, IA | Founded in 1899, Burlington Golf Club holds the rare distinction of being the oldest continuously operating golf club west of the Mississippi River.

Combining over 125 years of tradition with an engaged, family-friendly culture, BGC boasts an immaculate 18-hole championship golf course renowned across Iowa, an active pool, a golf simulator, racquet amenities, and a full-service clubhouse offering dining and banquet hosting.

Why Burlington Golf Club?

- Historic Pride & Landmark Status: Over 125 years of rich heritage, recognized as the oldest continuously operating golf club west of the Mississippi River.
- Immaculate Championship Golf: An acclaimed 18-hole course maintained in pristine condition under veteran agronomic leadership, offering quick pace-of-play and accessible tee times.
- Family-Focused Club Life: Complete recreational amenities including an outdoor swimming pool, year-round golf simulator, racquet facilities, and family social programming.
- Culinary & Event Potential: A multi-room clubhouse featuring the Bonnie Weaver Bar, Heritage Dining Room, outdoor patio dining, and banquet space accommodating up to 250 guests.
- Dedicated Board & Collaborative Membership: A loyal, close-knit membership and a supportive Board of Directors eager to partner with a visionary executive who will innovate and build for the future.

CLUB DETAILS

Facility / Ownership: Non-Equity (Member-Governed)

Course Access: Private

Number of Holes: 18 Regulation Holes

Total Annual Rounds: 13,000+

Golf Cart Fleet: 30 Carts (Club-owned)

Total Membership: 200 Members (125 Golfing | 65 Social | 10 Other)

Average Membership Age: 63

Primary Golf Season: 9 Months (Course open 9 months; Clubhouse open 11 months)

Caddie Program: No

Practice Range / Teaching Facility: Yes (Full range & dedicated teaching facilities)

Golf Simulator: Yes (Indoor simulator for year-round member play)

Annual Facility Revenue: $2,200,000

Annual Dues / Initiation: $6,200 Annual Dues | $0 Initiation Fee

Golf Maintenance Budget: $500,000

Food & Beverage Minimum: $75

POSITION OVERVIEW

Title: General Manager / Chief Operating Officer

Position Description: The Club is seeking an energetic, forward-thinking, and financially disciplined leader. Working collaboratively with the Board of Directors, the General Manager will serve as the chief steward of BGC's operations—championing membership recruitment and retention, driving financial discipline and transparency, revitalizing dining and pro shop operations, holding teams accountable, and replacing complacency with a vibrant culture of modern private club hospitality.

The General Manager serves as the Chief Operating Officer of Burlington Golf Club and reports directly to the Board of Directors. The GM oversees all aspects of club operations, including Food & Beverage, Clubhouse Services, Golf Operations (in collaboration with the Head Professional), Course Maintenance (in partnership with the Golf Course Superintendent), Aquatics/Recreation, Accounting/Administration, and Membership Marketing.

ESSENTIAL JOB FUNCTIONS

Key Duties

- Operational Leadership & Accountability: Establish daily operational excellence, cross-departmental communication, and a service-first mindset across all team members.
- Fiscal Management: Formulate, monitor, and deliver annual operating budgets and capital improvement plans. Provide regular, accurate financial reporting and variance analysis to the Board.
- Membership Growth & Engagement: Serve as the brand ambassador for BGC. Develop and execute targeted marketing, recruitment, and retention initiatives while integrating new members into club traditions.
- Dining & Banquet Excellence: Oversee front- and back-of-house food and beverage operations; monitor cost of goods sold (COGS) and labor margins; refine event execution and everyday dining experiences.
- Golf & Amenities Oversight: Ensure pro shop staff, cart attendants, and facility personnel are welcoming, professional, and attentive. Drive outings, couple's golf, simulator utilization, and pool-season engagement.
- Member Relations & Visibility: Maintain an approachable, visible presence throughout the clubhouse, dining areas, and major club events, fostering open relationships and two-way communication with members.
- Governance Partnership: Work alongside the Board President, Board of Directors, and standing committees, providing strategic counsel, data-driven recommendations, and actionable progress reports.

Core Priorities of the General Manager

The Search Committee and Board have identified the following strategic and operational mandates:

Financial Acumen, Transparency & Debt Reduction:

- Partner with the Board to establish rigorous fiscal discipline, timely and transparent financial reporting, budget controls, and cost containment.

- Right-size operational expenses to match membership revenues, optimize cash flow, and develop plans to reduce debt and fund capital reserves.

Membership Recruitment, Onboarding & Retention:

- Actively drive membership growth with an emphasis on attracting young families and sustaining multi-generational engagement.
- Build vibrant, well-attended club programming (e.g., couple's golf, junior activities, themed social events) that maximizes clubhouse and amenity usage.

Food & Beverage Operational Optimization & Service Standards:

- Capitalize on the club's high food quality while rightsizing labor and menu engineering to transition dining operations toward break-even.
- Elevate front-of-house service standards to deliver consistent, polished, and attentive hospitality.

Golf & Pro Shop Engagement:

- Provide leadership, structure, and accountability across golf shop operations, merchandising, outside service staff, and round/cart fleet tracking.
- Foster an engaging, customer-centric golf atmosphere that encourages participation from players of all skill levels.

Accountability, Mentorship & Cultural Energy:

- Move the team beyond the status quo ("the way we've always done it") through hands-on coaching, clear performance benchmarks, and cross-departmental collaboration.

First-Year Measures of Success

1. Financial Stewardship: Delivery of accurate, on-time monthly financial packets to the Board; implementation of clear labor and expense controls in F&B.
2. Membership Recruitment: Meaningful progress in recruiting new families and stabilizing overall membership numbers.

3. Elevated Service & Accountability: Visible enhancement in front-of-house dining service consistency, staff training, and pro shop team responsiveness.
4. Calendar & Club Activation: Re-energized club calendar with strong member turnout for social events, couple's golf, and family activities.
5. Member Trust & Cohesion: Established trust with the Board, committee leadership, and general membership through transparent communication and regular visibility.

EXPERIENCE AND QUALIFICATIONS

Including, but not limited to, the following:

Education & Industry Credentials

- Bachelor's degree preferred; significant successful private club leadership and operational track record strongly valued.
- Active membership in CMAA (Club Management Association of America) and attainment of (or progress toward) the Certified Club Manager (CCM) designation is highly regarded. PGA experience or strong alignment with golf operations is welcomed.

Key Competencies & Experience

- Proven Club / Hospitality Leadership: 3+ years of progressive management experience in private clubs or high-end hospitality operations (General Manager, Assistant General Manager, or Clubhouse Manager level).
- Strong Financial Acumen: Demonstrated capability in P&L management, labor modeling, inventory control, cash flow stabilization, and transparent board reporting.
- Food & Beverage Expertise: Thorough working knowledge of both kitchen management (labor/cost control) and high-touch dining room hospitality.

- Golf & Pro Shop Familiarity: Solid understanding of private club golf culture, merchandising, tournament coordination, and pro shop operations.
- Membership Development: Track record of driving net membership growth, member engagement campaigns, and modern social programming.
- Staff Mentorship: Natural ability to recruit, train, set expectations, hold staff accountable, and build morale across seasonal and year-round teams.

Personal Attributes

- Innovation & Proactive Change: An entrepreneurial leader who introduces fresh ideas, challenges complacency, and adapts quickly to club needs.
- Visible & Personable: An authentic communicator who connects comfortably with diverse personalities, generations, and community stakeholders.
- High Integrity & Emotional Intelligence: Calm under pressure, transparent, a good listener, and dedicated to building trust across the membership and staff.

COMPENSATION AND BENEFITS

Burlington Golf Club will offer a competitive compensation and executive benefits package commensurate with experience:

- Base Salary: Competitive base salary commensurate with experience.
- Performance Incentive: Annual performance bonus tied to defined Board goals (financial stabilization, membership recruitment/retention, operational efficiency, and member satisfaction).
- Health & Wellness: Comprehensive health, dental, and vision insurance options.
- Retirement: 401(k) plan with club match.
- Professional Development: Club-funded dues and allowance for CMAA / PGA education, conferences, and continuing education.

- Additional Benefits: Paid Time Off (PTO), standard executive allowances, full club and golf privileges, and potential relocation assistance.

APPLICATION INSTRUCTIONS

All applications **MUST** be submitted through the PGA of America's Career Services Department as described below.

Resume deadline is November 22, 2026 at 11:59 pm Eastern Time

Combine your cover letter, resume, references, and any supporting documents into one (1) PDF document with the following file naming convention: **Last Name, First Name, Burlington Golf Club, General Manager/COO**

Please address all correspondence to - **Mrs. Monica Myers | Club President | Burlington Golf Club**

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