



BUTTERFIELD COUNTRY CLUB

ESTABLISHED 1920 · OAK BROOK, ILLINOIS

CAREER OPPORTUNITY

DIRECTOR OF CATERING AND EVENTS

www.butterfieldcc.org | 2800 Midwest Road, Oak Brook, IL 60523

BUTTERFIELD COUNTRY CLUB

Founded in 1920, Butterfield Country Club is a distinguished private club located at 2800 Midwest Road in Oak Brook, Illinois. The Club offers championship golf, elegant banquet and dining facilities, and a full calendar of member and family programming rooted in more than a century of tradition.

The Club is seeking a Director of Catering and Events to lead the planning and flawless execution of private events, weddings, banquets, and Club-sponsored programming.

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DIRECTOR OF CATERING AND EVENTS

The Director of Catering oversees the planning, coordination, and successful execution of all private, banquet, and Club events at Butterfield Country Club. This position is responsible for driving member and guest satisfaction through exceptional event experiences while maintaining profitability and operational efficiency.

The Director manages the catering and event sales process from inquiry through completion, working closely with the culinary, banquet, and operations teams to ensure seamless communication and flawless execution. This role also provides leadership and direction to the Banquet Manager, Banquet Supervisor, Assistant Event Planner, and supporting banquet service staff.

Reports To: Assistant General Manager / General Manager (works closely with Food & Beverage Leadership)

Direct Reports: Banquet Manager, Banquet Supervisor, Assistant Event Planner, Banquet Servers & Bussers





KEY RESPONSIBILITIES

Catering & Event Leadership

- Lead all catering details, including private member events, weddings, corporate functions, and Club events.
- Serve as the primary liaison between clients, members, and Club departments, ensuring all details and expectations are met or exceeded.
- Conduct site tours and consultations to promote Club facilities and drive new business.
- Collaborate with the Executive Chef and AGM to develop catering menus, pricing, and packages.
- Review and approve Banquet Event Orders (BEOs), timelines, and floor plans for accuracy and completeness.
- Manage event logistics, including setup, décor, staffing, and vendor coordination.
- Attend pre-event and post-event meetings to maintain operational alignment and service consistency.
- Supervise all client tastings, walk-throughs, and pre-event meetings.
- Support and oversee all Club signature events, including holiday brunches, member socials, golf tournaments, weddings, and charity functions.

Team Leadership

- Supervise and mentor the Catering and Events team to achieve departmental goals, exceptional service, and consistent communication.
- Provide leadership and direction to the Banquet Manager, Banquet Supervisor, Assistant Event Planner, and banquet service staff.
- Schedule and lead regular department meetings to review event logistics and service expectations.

Administrative & Financial

- Oversee all administrative aspects of the catering office, including contracts, confirmations, deposits, invoices, and correspondence.
- Monitor catering sales, forecasting, and departmental budgets to ensure profitability.
- Maintain catering software and ensure all event information is accurate and current.
- Manage billing accuracy for all catering and Club events; prepare annual catering forecasts, budgets, and financial reports.
- Coordinate the Club's annual Master Calendar of Events in collaboration with leadership and committees.

Marketing

- Maintain and update the Club's catering and event marketing efforts, including social media, the Club's Instagram, and digital event content.
- Collaborate with the Director of Communications to ensure consistent branding and high-quality visuals for event promotion.
- Assist in developing marketing materials for weddings, banquets, and special Club functions.

FIRST-YEAR PRIORITIES

- Be present and hands-on at private events to provide on-site training, coaching, and support to the team.
- Take the lead on member events, including participation with the House Committee.
- Demonstrate a working knowledge of budgeting, forecasting, and cost control, with accountability for event financial performance.
- Private country club experience preferred.
- Familiarity with catering and event management software.
- Comfortable learning, adapting to, and working within new systems.

QUALIFICATIONS & SKILLS

- Bachelor's degree in Hospitality Management, Event Planning, or related field preferred.
- 3–5 years of experience in catering, events, or banquet management within a private club, resort, or upscale hospitality environment.
- Proven experience in sales, budgeting, and event operations.
- Strong leadership, communication, and organizational skills.
- Proficiency in Microsoft Office Suite and catering/event management software (Club Essentials preferred).
- Ability to handle multiple priorities and deadlines with strong attention to detail.
- Demonstrated ability to build strong member and vendor relationships.
- Must be able to work evenings, weekends, and holidays based on the Club's event schedule.

COMPENSATION & BENEFITS

Salary range: \$100,000 – \$105,000, commensurate with experience, plus bonus potential.

Comprehensive benefits package, including:

- 401(k)
- Medical, Vision, and Dental Insurance
- Vacation, and PTO

Please send cover letter and resume to: Assistant General Manager, Jon Bailey jon@butterfieldcc.org



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