



**The Club Council Announces:**

**General Manager- The Tea Room**

**The Junior League of Houston**

*Houston, TX*

**The Club**

Founded on a legacy of service and leadership, The Junior League of Houston, Inc. (“JLH”) is one of the largest and most impactful women’s volunteer organizations in the Houston community. With nearly 4,000 trained volunteers, JLH is dedicated to “Building A Better Community” through volunteer action, collaboration, leadership development, and community engagement.

The organization is committed to empowering women to become effective leaders while creating measurable and lasting change throughout the Houston area. Through long-standing partnerships with organizations such as the Houston Food Bank, Star of Hope, and Texas Children’s Hospital, members actively support programs that strengthen and uplift the community.

A cornerstone of the organization is its comprehensive leadership and volunteer training program. Each year, more than 200 provisional members participate in extensive educational training and hands-on service experiences, while approximately 1,000 active members contribute a minimum of 60 volunteer hours annually through community and administrative projects. Sustainer members continue to support the League and the broader community through ongoing leadership, mentorship, and service initiatives.

As the largest Junior League in America, JLH also operates the Tea Room, a premier restaurant, and special events business within an elegant facility that rivals many of Houston’s finest hotels and private clubs. These hospitality operations play an important role in supporting and advancing the League’s mission.

Reporting to the President of the Junior League of Houston, the General Manager oversees a leadership team that includes the Front Office Manager, Executive Chef, Building Coordinator, Assistant General Manager, and Catering & Special Event Planners, while also collaborating closely with the Administrative Director and Membership Coordinator. The General Manager also interacts with various committees and volunteer leaders of the JLH.

The General Manager role is a succession of a 41-year employee who is beloved by the Junior League. He helped open the current building in 1986 and oversaw a recent \$5.2 million renovation and appointment of the dining and public areas in 2024.

This is an exciting opportunity to lead the League’s Tea Room, banquet operations, and treasured building in support of a dynamic, volunteer-driven organization with a strong community-focused mission.



## **The Opportunity**

The General Manager is responsible for providing strategic and operational leadership for all dining, events, and hospitality operations at the Junior League of Houston while ensuring the continued success and long-term sustainability of the Tea Room and events business. This role serves as a key operational leader, working closely with staff, volunteers, committees, and organizational leadership to balance operational excellence with the preservation of the League's mission, culture, and traditions.

The General Manager is expected to deliver exceptional experiences for members, guests, and event attendees through strong service standards, operational consistency, and collaborative leadership. Key responsibilities include overseeing financial performance, budgeting, and staffing, supporting business planning and technology needs, and fostering a positive, service-oriented workplace culture.

Working closely with the League President, Tea Room Sub-Council, volunteer leadership, and operational staff, the General Manager oversees Tea Room operations, event execution, menu planning, facility management, and daily hospitality functions. The role also manages building maintenance, vendor coordination, regulatory compliance, and operational planning to ensure the organization's facilities and hospitality operations are maintained at the highest level

### **EDUCATION AND CERTIFICATION:**

- A Bachelor's degree is strongly preferred in Hospitality Management, Business Administration, Nonprofit Management, or related field.
- Boiler operator permit holder is preferred but not required.
- Familiarity with the Junior League of Houston a plus.

### **THE CANDIDATE: KEY SKILLS, ATTRIBUTES, AND EXPERIENCES**

- Minimum of 7 to 10 years of senior leadership experience in hospitality, club management, nonprofit operations, event management, or related industries. Extensive experience with food and beverage operations is critical.
- Strong experience managing teams, budgets, facilities, and complex operations.
- Demonstrated ability to lead within relationship-driven and volunteer-supported organizations.

- Proven change leadership and change management experience.
- Excellent communication, leadership, organizational, and interpersonal skills.
- Strong financial and operational management capabilities.
- Experience with hospitality systems, operational technology, and process improvement initiatives preferred.
- Proficiency of and ability to use specific computer programs for event planning and managing calendars (Jonas)
- Knowledge of kitchen and building systems and a working understanding of general facility operations is highly desired.
- Ability to balance tradition and innovation within a mission-driven culture.
- High emotional intelligence, professionalism, diplomacy, and collaborative leadership style required
- Professional appearance and demeanor, extensive customer service experience, and relevant personnel management experience.

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**Compensation:** Competitive salary and benefits, commensurate with experience.

**Learn more about the position and apply through our website no later than July 1, 2026:**

[Available Private Club Executive Positions](#)