

Full-Time Property & Land Stewardship Manager

The Coal City Area Club is seeking a motivated and experienced full-time Property & Land Stewardship Manager to lead the care, improvement, and long-term management of the Club's approximately 1,500-acre private recreational property.

Established in 1958 on reclaimed former strip mine land, the Club has long served as a focal point for outdoor recreation in the Coal City area. Today, the property includes lakes, campgrounds, docks, beach and swimming areas, hunting grounds, natural habitat, sports facilities, and year-round recreational amenities enjoyed by generations of members. The Club currently has approximately 2,600 memberships.

This role combines hands-on property oversight, crew leadership, project management, and long-term planning. The ideal candidate will take a proactive, leadership-driven approach to maintaining a high-quality property while identifying opportunities to improve operations, infrastructure, and the overall member experience.

This position reports directly to the Executive Board of Directors and works in coordination with the Office Operations Manager.

Key Responsibilities

Property & Grounds Management

- Oversee/ perform maintenance of grounds, roads, lakes, docks, beach areas, campgrounds, and facilities
- Conduct inspections and identify maintenance and safety needs
- Manage preventative maintenance schedules
- Coordinate seasonal and weather readiness

Land & Property Stewardship

- Lead long-term care of lakes, roads, drainage, shoreline areas, and property conditions
- Support natural areas, CRP lands, and recreation use
- Identify solutions for erosion, water management, and infrastructure

Leadership & Crew Management

- Supervise and lead maintenance and seasonal crews
- Establish clear work plans and priorities
- Promote accountability and safety

Project Management & Board Communication

- Develop scopes of work and coordinate contractors
- Track project timelines and budgets
- Provide regular updates to the Executive Board
- Attend monthly board meetings

Maintenance Planning & Operational Efficiency

- Support preventative maintenance systems

- Oversee equipment and small engine upkeep
- Identify efficiencies and improvements

Member Interaction & Rule Enforcement

- Serve as a visible and approachable on-site resource for members
- Respond to property-related questions and concerns
- Enforce club rules and policies in a fair and consistent manner by the CCAC bylaws

Ideal Candidate Qualifications

- Experience managing recreational properties, parks, campgrounds, clubs, or similar outdoor facilities
- Background or experience in building maintenance, grounds maintenance, trades, forestry, land management, natural resources, or related fields preferred
- Demonstrated success leading and supervising crews and managing day-to-day operations
- Strong project management skills, including contractor coordination and oversight
- Ability to develop clear work plans and execute effectively
- Hands-on experience with equipment operation, maintenance, or oversight of repairs
- Familiarity with machinery such as mowers, tractors, and light equipment preferred
- Strong communication skills, including ability to provide updates and work effectively with a Board of Directors
- Proactive mindset with the ability to identify needs, plan ahead, and take initiative
- Budget awareness and ability to prioritize resources effectively
- Friendly, professional, and approachable presence with the ability to enforce rules and expectations
- Ability and willingness to reside full-time on-site in Club-provided housing

Compensation & Benefits

Base Salary:

Starting at \$50,000 annually, with the opportunity to increase based on experience.

Additional Compensation (Estimated Annual Value: \$27,000+):

- Housing provided (\$1,800/month estimated value)
- Utilities included (electricity, water/sewer, internet)
- Work truck and phone provided

Total Estimated Compensation Value: ~\$77,000 annually (salary + housing/utilities/allowances)

Benefits:

- Health benefits stipend (negotiable based on candidate needs)
- Paid time off, sick leave, and holidays provided

Why This Role Matters

This is a unique opportunity to help lead and protect one of the region's most valuable private outdoor community assets. The Club's size, complexity, and history require not only strong day-to-day operational management, but also thoughtful long-term planning and leadership.

The successful candidate will serve as the Club's primary on-site leader—responsible for maintaining high standards across the property while helping guide future improvements to its land, lakes, and infrastructure. This role plays a critical part in ensuring the continued quality, sustainability, and member experience of the Club for years to come.

Please submit a letter of interest and resume, along with 3 references and/or letter of recommendation to om@coalcityareaclub.net.