Director of Events

Department: Management

FSLA Status: Full-time, Exempt

Reports To: Assistant General Manager

Compensation: $125,000–$130,000, commensurate with experience, plus bonus

Event Portfolio: Approximately 150+ private events annually and major holidays

The Opportunity

Glen View Club is seeking an exceptional hospitality professional to become its next Director of Events, following the retirement of the Club's highly successful previous incumbent after more than a decade.

This is an unusual opportunity to inherit an established and highly regarded private-events operation rather than rebuild one.

The Director oversees approximately 150+ private events annually, ranging from large and sophisticated weddings to intimate family celebrations, milestone birthdays, anniversaries, showers, celebrations of life, business gatherings and other important member occasions. This is in addition to the usual major holiday celebrations at the Club annually.

Importantly, this is not a banquet sales position.

There is no outbound sales, cold calling, prospecting or solicitation of outside banquet business.

Glen View is a private membership Club. Events originate from our members and, where appropriate, member-sponsored functions.

The Director's responsibility begins when a member decides to entrust an important occasion to Glen View.

From there, the Director owns the relationship — understanding the member's vision, developing ideas, coordinating menus and event details, preparing BEOs, working across Club departments, overseeing execution and ensuring that the member and their guests receive an exceptional experience.

Success is not about finding customers. It is about taking extraordinary care of the members who have already chosen their Club.

The Role

Reporting to the Assistant General Manager, the Director serves as the principal point of contact for members throughout the event journey and works closely with Culinary, Food & Beverage, Facilities, Housekeeping and other Club departments.

They will oversee the planning, coordination, and execution of all Club events, including member functions, private parties, weddings, golf events, holiday celebrations, and special programming.

Developing creative event concepts, themes, menus, and experiences that enhance member engagement.

Collaborate closely with the Executive Chef, Food & Beverage Director, Banquet Manager, Golf Professional, and other department heads.

The Director is also a full member of Glen View Club's Senior Leadership Team, reflecting our view that this is not simply an event-planning position but an important Club leadership role.

The successful candidate will combine:

- Exceptional member and relationship skills;
- Significant event planning and execution experience;
- Creativity and an eye for detail;
- Outstanding organization and follow-through;
- Exceptional food-and-beverage and BEO knowledge;
- Financial, budgetary, and commercial awareness;
- Excellent written and verbal communication;
- Calmness and judgment under pressure;
- Collaborative leadership; and
- A genuine passion for taking care of people in the most treasured moments.

Candidates with experience in respected private clubs, luxury hotels and resorts, sophisticated event venues or comparable high-end hospitality environments are encouraged to apply. Member-club experience is highly desirable but is not required for an exceptional candidate.

Eight to ten or more years of progressive events, event-management or luxury-hospitality experience is preferred.

The Right Person

Glen View's retiring Director leaves after 15 highly successful years, with strong member relationships and a well-established operation.

We are therefore not seeking someone who believes everything needs to change, rather a custodian to take on a well-established and revered approach.

We are seeking someone who will first understand what has made the program successful, preserve what works, build relationships with our members and colleagues, and then bring their own personality, creativity and ideas to the next chapter.

The right person will understand that a dinner for 12 deserves the same care as a wedding for 300. They will understand that members are not simply reserving rooms. They are trusting their Club with highly important moments and memories in their lives.

Flexibility to work evenings, weekends and public holidays when required is important, and being present for events. There is also a Banquet Manager to help manage the events and reports to this position.

Compensation

Glen View anticipates a base salary of approximately **$125,000–$130,000**, commensurate with experience and qualifications, together with up to approximately 15% annual performance-based bonus and competitive benefits.

The annual bonus incentive is based upon leadership and performance objectives, including member satisfaction, event execution, financial stewardship, teamwork and operational excellence, and is not a sales commission.

Founded in 1897 and located in Golf, Illinois, Glen View Club is one of the historic private clubs of the Chicago area.

For the right hospitality professional, this is an opportunity to join an exceptional Club, inherit a successful operation and build a long-term career creating extraordinary experiences and lasting memories for Glen View members and their families.

To Apply

Please send an updated resume and cover letter outlining your career history and why you would be a great fit at Glen View Club, clearly showing that you have read the position description fully. Your cover letter and resume should be addressed to Alex Woodward, CCM the General Manager & Chief Operating Officer of Glen View Club at alex@glenviewclub.com