

MOUNT VERNON COUNTRY CLUB METROPOLITAN DISTRICT  
NOTICE OF ACCEPTING APPLICATIONS FOR THE  
GENERAL MANAGER POSITION

The Mount Vernon Country Club Metropolitan District is seeking a General Manager for The Club. The scope of services includes, but is not limited to, the following:

- Manages all aspects of the Club including; its activities and the relationships between the Club and its Board of Directors, members, guests, employees, community, government and industry. Responsible for measured positive membership growth, sales (business, wedding events) and member retention.
- Coordinates and administers the Club's policies as defined by its Board of Directors.
- Prepares reports requested by the Board and reports to the Board on the effectiveness of the Club's policies, operations and new programs. This includes monthly and annual financial reports and budgets by profit centers, monthly measures of operations against budgets, trend reports in Dues and Food and Budget revenues, and other analyses as necessary to measure operations.
- Develops operating policies and procedures and directs the work of all department managers.
- Secures and protects the Club's assets, including facilities and equipment.
- Assures that the Club is operated in accordance with all applicable local, state and federal laws.
- Implements and monitors the budget, monitors the quality of the Club's products and services and ensures maximum member and guest satisfaction.
- Participates in outside activities that enhance the prestige of the Club and broadens its scope of operation by fulfilling its public obligations as a participating member of the community.
- The General Manager is hired by the District's Board of Directors and reports to the President of the Board.
- General Manager supervises the following Club employees: Food and Beverage Director, Controller, Membership Director, Director of Human Resources, Director of Activities and Events, Tennis Director, and Wellness Director.
- General Manager interfaces and works with the District Manager of the Mount Vernon Country Club Metropolitan District (the "District"), who is responsible for managing the District's assets and employees (except the General Manager), such as the water systems, roads, and other District-owned common areas; and in particular on the allocation of General Services and Financial Management related activities between the District and the Club.
- General Manager will assist the District with fully implementing its plan to operate the Club as an enterprise owned by the District. This includes, among other things, advising the Board regarding the creation and operation of a Board of Advisors and a Membership Committee for the Club.

The salary range is from \$105,000 to \$120,000.

If you are interested in applying for this opportunity, please contact Sue Blair, District Manager, at (303) 601-6441. A written resume and statement of qualifications will be required.