



## **General Manager The Fortnightly of Chicago**

The Fortnightly of Chicago, a boutique private women's city club is seeking a professional General Manager who will manage and supervise Fortnightly operations, activities, and personnel and coordinate clubhouse maintenance and construction projects. The General Manager also is the Executive Director of the Historic Preservation Foundation of The Fortnightly (HPFF) and works with HPFF to maintain the Fortnightly's landmark house.

### **Position Requirements**

The General Manager has full responsibility for all aspects of Fortnightly operations, reporting to the Board of Directors through the President and Executive Committee. The successful applicant must demonstrate ability and strong experience in the following job requirements: hiring, training, and supervision, either directly or indirectly, of all employees; managing, tracking, and reporting of finances working with the Treasurer and Finance Committee, and daily management of the food and beverage operations; planning and executing private and club events; working and successfully communicating with the Board of Directors, committees, other organizations as needed, and members; experience in the maintenance, upkeep, and renovation of a historic building working harmoniously with outside vendors and Boards of Directors.

A successful applicant must also demonstrate strong technological skills with experience in communications, including general knowledge of website maintenance, marketing and membership interaction, and software systems needed to accomplish a variety of Fortnightly activities; strong written and verbal communication skills including demonstrated skills in member communications; and have a respected presence throughout the club and a desire to visible and accessible to staff and members.

Because the operation is small, the General Manager must be extremely hands-on with wide-ranging operational duties including accounting, IT, and human resources. The GM works very closely with committee chairs, some of which fulfill roles which would be paid positions at larger clubs.

### **Experience and Qualifications**

A successful candidate should either be or working to become a certified club manager and have 3 to 5 years of experience working at an executive level in a club.

To apply for this position, please send your cover letter and resumé to Allison Johnson at [allison@fortnightlychicago.org](mailto:allison@fortnightlychicago.org).

### **About the Fortnightly**

The Fortnightly of Chicago is a private women's club founded 150 years ago to enrich the intellectual and social lives of its members. Located in downtown Chicago, the landmark building where members meet ensures

a gracious setting where members enjoy each other's company and a diverse array of cultural, educational, and social programs.

The Fortnightly is budgeted to do approximately \$1.5M in annual revenues. The General manager oversees three department heads including the Executive Chef, Office Manager and Dining Room Manager. Except for the office, the operation is closed annually during the months of July and August, during which time major construction is performed. Onsite housing is available for the General Manager.