



## **Event Coordinator Opportunity at Sunset Ridge Country Club**

Sunset Ridge is looking for a candidate with a successful track record of accomplishment, leadership, and high-level operations management experience in private clubs. This candidate will be an integral and critical part of a high-performing team at this thriving Club, which is acknowledged for its first-class dining, quality work environment, and focus on continually *“raising the bar”* for its membership and employees.

### **About Sunset Ridge Country Club**

Sunset Ridge did not start off as a country club. Instead, it was started off as an idea shared by ten young men in 1922. With just three simple precepts, these young men set off on an adventure, guided by a mission that they referred to as “The Idea.” The idea on which the club was founded:

- The development of a great golf course with facilities for other sports activities
- The maintenance of a fellowship of congenial souls and their families
- The establishment of an environment in which neither business gain, political bias, nor personal advantage can survive.

Today, Sunset Ridge Country Club has roughly 610 family members and offers a vast offering of amenities. Members enjoy an 18-hole golf course, short game practice area and practice range, a swimming pool and wading pool, six tennis courts, six platform tennis courts, six pickleball courts, and skeet and trap range. The Club has completed award-winning renovations to its Clubhouse facilities and golf course. Sunset Ridge was awarded the 2006 Private Golf Course Renovation of the Year by Golf, Inc magazine. The Clubhouse renovations earned a Club Management Design Showcase award in 2005. The Clubhouse contains the following Event space:

Ballroom-350 max capacity

Cocktail Lounge-75 max capacity

Library- 16 max capacity

Lowery Room-12 max capacity

## **Event Coordinator Overview**

The Event Coordinator is responsible for assisting in the planning and execution of all member and catering events. There will be a heavy focus in the catering and banquet facilities to ensure all services exceed our members' and guests' expectations, in addition to the general housekeeping oversight of these event areas. The Event Coordinator assists the Catering Director in developing contracts for and oversees all administrative and operational aspects of preparing and selling events and catered parties. Work with banquet and other departments to assure that the members' and guests' expectations are exceeded, and the highest quality food and service are delivered. This individual must develop awareness of our "*club culture*" and is responsible for ensuring that one pillar is hospitality, friendliness and goodwill between members, guests, and employees. The Event Coordinator reports to the Catering Director and works closely with the Food and Beverage Manager and other managers/supervisors at Sunset Ridge. This individual should display great leadership and a positive attitude to ensure collaborative, innovative, and harmonious relationship between front and back of house operations.

## **Job Duties**

Greets members and guest by their name and oversees delivery of member and guest food and beverage services. Anticipate member's needs, respond promptly, visit tables, acknowledge complaints, and gauge the pulse of the member experience in real time, to ensure maximum member and guest satisfaction.

- Implements aggressive, ongoing sales campaign to alert members to the club's banquet operations and capabilities.
- Responds to incoming catering and banquet opportunities for the Club.
- Continually explores and contacts potential new sales sources as permitted by club's bylaws.
- Diagrams room layout, banquet item placement and related function details.
- Meets with other department managers to plan food and beverage aspects of special events organized by the SRCC staff members.
- Serves as a liaison between kitchen, service, and management staff.
- Performs special projects assigned by the Catering Director
- Makes banquet menu suggestions.
- Assists members and Catering Director to plan special events, including menus, entertainment, theme, decorations, and other aspects that best meet their needs and will exceed their expectations.
- Represents members' needs and interests on banquet function committees.
- Maintains current and accurate member files for all events.
- Assists the Catering Director in developing, implementing, and monitoring budget for the Catering Department; takes corrective actions as necessary to help assure that financial goals are met.
- Assists the Catering Director in developing, implementing, and monitoring the annual sales (marketing) plan for the Catering Department.

- Coordinates and assists with the set-up and delivery of assigned banquet events.
- Compiles and manages various sales and other reports detailing the operation of the Catering Department.
- Attends staff meetings.
- Assists the Catering Director with special projects as assigned.

#### **Additional Duties**

- Communicates and teams well with other departments, ensuring appropriate staff levels for all events and ensuring assigned responsibilities are carried out.
- Attends food and beverage meetings as scheduled.
- Keeps the front desk updated on event changes, reservations and other applicable information pertaining to events.
- Distribution of BEO event packets
- May assist in other departments of the Club.

#### **Education and/or Experience**

- High School diploma or GED with at least a two-year degree from an accredited university in Business Administration, Marketing, Hotel and Restaurant Management or related major.
- No degree but two years of experience in the catering sales business or in the marketing of member or guest services.
- Attends conferences, workshops, and meetings (e.g., CMAA's World Conference and Club Business Expo and CMAA chapter meetings) to keep abreast of current information and developments in the field to enhance his or her value and quality of services to the members.
- Minimum of 2 years' experience in a high-end private club, hotel, or restaurant.
- Substantial private club or hospitality industry experience with management and supervisory experience and progressive professional advancement.

#### **Physical Requirements**

- Ability to lift 25-50 pounds
- While performing duties of the job, the employee may be required to walk or stand for long periods of time.
- Must maintain professional appearance appropriate to the position and Club policy.
- Availability to work weekends and holidays

#### **Compensation & Benefits**

- Compensation is determined upon experience.
- Sunset Ridge Country Club offers full benefits, paid vacation, 401k matching, CMAA Education, and Holiday Bonus

#### **Direct Reports**

- Banquet Captain, Banquet Servers, Banquet Bartenders, and Setup team

#### **Club Details**

- \$11 M Total Revenue
- \$5.0 M Dues Revenues
- 630 Members- All Categories
- \$95,000 Initiation Fee
- \$13,500- Annual Dues
- \$4.7 M Food and Beverage Revenues
- Approximately \$1.7 M Annual Banquet/Event Sales
- FTE Employees-82, Seasonal Additions-58
- The Club is organized as a 501 (c) 7 and is a not-for-profit organization.
- Average Age 53
- Website- [www.sunsetridgecc.org](http://www.sunsetridgecc.org)

To apply- Please send resume and cover letter to:

Tamer EL-Adawy CCM

General Manager/COO

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