

South Saint Paul Rod & Gun Club General Manager

Are you a shooting enthusiast that dreams of running a gun club? South Saint Paul Rod and Gun Club (SSPGC), the only multidisciplinary shooting complex in the heart of the Twin Cities, is looking for a General Manager to grow our operation. SSPGC offers over 70 acres of clay target, rifle and pistol ranges with more than 700 members and is home to one of the nation's largest high school trap programs. Our Board of Directors is looking for business minded manager with a background in operations and customer service to take our Club to the next level.

Position Description and Overview:

The General Manager ("GM") is a visible, energetic and ethical leader who serves as the Chief Operating Officer of the South Saint Paul Rod and Gun Club ("Club") and has overall responsibility for the management of all operations of the Club. The GM reports to the Board of Directors ("Board") through its President, and is responsible for carrying out the Club's policies, adhering to the protocols of the Club's governance documents and modeling the behaviors of the Club's mission and values. Further, the GM actively interfaces with the Executive Committee of the Board and the Board Committee Chairs, facilitating meetings, implementing/monitoring programs and initiatives, and providing reports on Club activities and programs. The GM develops, maintains and promotes a management philosophy that culminates in Member satisfaction and employee engagement, while consistently achieving the mandates of the annual/long term financial and strategic plans. Areas of focus for GM include:

- Member satisfaction through outstanding service, communication and teamwork
- Rapport and trust with staff at every level of the organization
- Accountability for the annual operating/capital budget and human resources workforce programs
- Strategic planning, inclusive of balancing the return on investment with the expansion of services/programs that reflect the dynamic needs of the Membership
- Vendor management and stewardship of resources
- Integration of programs and activities into a seamless operating model that enhances the reputation and brand of the Club in the community and fosters a "family club" experience for the Membership

Qualifications & Experience:

The selected candidate will have experience in hospitality and/or operations management and will have a well-developed skill set and demonstrated professional track record in the areas of:

- Operations management
- Financial analysis and cost-based management
- Budgeting
- Strategic planning
- Vendor relationship management
- Human resources talent management
- Program and project management
- Basic technology systems: Microsoft Office, Email, Point of Sales, Accounting System (QuickBooks), etc.
- Public speaking

- Business writing
- Meeting facilitation and presentations

Position Requirements:

- No felony convictions (required to handle and possess firearms) Legally allowed to handle and possess firearms
- Operating budget (P&L) responsibility experience of at least \$500k
- Bachelor's degree in business administration, hospitality management, or related field of study from an accredited college or university
- Management experience of at least 10 employees

Preferred Qualifications:

- Expertise in service excellence, seasonal business operations and diverse/high-end recreational programs (e.g. shooting, food and beverage, fitness, tennis, golf, aquatics, etc.)
- Active participation in industry association(s) (i.e. NSCA, NSSA, NSSF, etc.) that offer tangible opportunities, translating into the adoption of innovative programs and events
- Professional certifications or designations in the country club and/or hospitality profession (e.g. CCM/CCE)
- Understanding of the private club hospitality business

Compensation

The Club offers a competitive compensation package with a base salary of \$50k - \$60k, annual performance bonus program (including gain sharing), membership benefits, and flexible work schedule. This is an exempt position requiring hours of work that extend beyond the traditional work hours, including evenings, holidays, and weekends that meet the demands of the seasonal nature of this position. The candidate of choice will be offered an "at-will" employment arrangement.

About the Club

Established in 1935, the South St. Paul Rod & Gun Club is the only outdoor shooting club in the Twin Cities area located within a city proper. The Club is a non-profit organization. Located near the intersection of I494 and Concord Street in South St. Paul, Minnesota, along the backwaters of the Mississippi River, the Club offers trap, skeet, sporting clays, 5-Stand, rifle, and pistol shooting. The Club is open year-round for your shooting enjoyment.

The South St Paul Rod & Gun Club's mission is to provide a safe, recreational shooting experience for its members and their guests, to promote the shooting sports, to protect and preserve our shooting and hunting heritage, to offer shooting opportunities to youth and new shooters through education and instruction, and to support stewardship in our local community.