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MEMBERSHIP & COMMUNICATIONS DIRECTOR

[Belle Haven Country Club](#)
6023 Fort Hunt Road
Alexandria, VA 22307

JOB DESCRIPTION

Overview:

Belle Haven Country Club (BHCC), located in Alexandria, Virginia, has an excellent opportunity for a seasoned and groomed Membership and Communications professional knowledgeable in Club rules, regulations, and offerings. Belle Haven Country Club is seeking candidates who are thoroughly engaging, passionate, and skilled to retain and recruit new members.

Duties and Responsibilities:

- Serve as the key contact for all prospective and current members.
- Implement sales, marketing, and public relations plans which align with fiscal and operational budgeted goals.
- Actively cultivate and develop new membership through key sales/marketing methods and membership referrals.
- Maintain a connection and develop key relationships with area realtors and businesses to build upon BHCC brand.
- Provide tours of all Club facilities to potential new membership.
- Represent the Club in various meetings and/or outside agencies.
- Conduct presentations with various clients or board members marketing-related membership plans and strategies.
- Process all new membership according to BHCC guidelines.
- Establish and maintain great communications with existing Club members and staff.
- Plan and execute monthly/quarterly New Member Introductions.
- Develop and maintain New Member Orientation program.
- Coordinate member communication relations, including newsletters, birthdays, anniversaries, and or sympathy announcements as needed.

Administration:

- Develop a complete understanding of BHCC membership classifications, fee schedules, rules, and regulations.
- Be the point of contact for all existing and new member inquiries.
- Coordinates social activities and maintains a calendar of events.
- Develop and adhere to the departmental budget to ensure revenue goals are attained.
- Attend/Participate in staff meetings.
- Create and maintain new membership kits.
- Report approved new members to the accounting department to initiate the proper setup of administration of memberships.
- Manage Club membership directory and assist members with website and mobile app inquiries.
- Work with the Club accounting department to monitor accounts receivable.
- Complete special projects as assigned by the C.O.O./General Manager or the Board of Directors.
- Manage and direct the Communications Manager's tasks, position requirements, and performance.

Requirements and Competencies:

- Use of the Jonas system and applicable Microsoft Office systems
- Excellent interpersonal and communication skills
- Strong time management skills

Qualifications:

- Five to Seven + years of private club experience in membership sales
- College degree preferred

Compensation, Benefits, and Hours:

- The compensation is structured to be commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package.
- There will be a base salary and commission
- Insurance: Medical, Dental, Vision, Life, STD, LTD
- 401 (k) Retirement Savings Plan
- Free Meals and discounted merchandise purchases
- Professional Development Opportunities
- Complimentary Parking
- Paid Holidays/Vacation & Sick Leave

Overview

Founded in 1924, Belle Haven Country Club is a private, family-oriented country club offering year-round golf, tennis, swimming, and dining facilities. Belle Haven is a wonderful, family-oriented, full-service country club dedicated to providing its members and their families opportunities to create wonderful experiences as they enjoy a variety of dining and social events and recreational activities: a beautiful 18-hole Arthur Hills renovated golf course and outstanding practice facilities, both indoor and outdoor tennis facilities, platform tennis courts, pickle ball play, a state of the art fitness center with group exercise classes and seasonal swimming pool! Members can create lasting memories with their families as they enjoy the Club's wonderful annual traditions, such as the Independence Day Celebration, the Halloween Extravaganza, Thanksgiving Dinner, New Year's Eve, Easter Fun Day and Sunday Easter Brunch, Mother's Day, and much, much more. Many exciting additions and improvements are now in the planning stages for the Club over the next 5, 10, 15, and 20 years. Belle Haven Country Club will celebrate 100 years in 2024!

Club highlights:

- 18-hole golf course renovated by renowned architect Arthur Hills
- Tennis complex with eight outdoor clay HarTru courts, five DecoTurf indoor courts, two outdoor platform tennis courts, and pickleball.
- 2,500 square foot Fitness Center including separate aerobics and workout rooms equipped with state-of-the-art cardiovascular equipment, saunas, and steam rooms, all located next to an eight-lane 25-meter outdoor pool.
- Beautifully appointed Clubhouse offering the best in formal and casual dining. A beautiful ballroom and the Potomac Meeting Room with a view of the Potomac River with social activities and events for the entire family.

Candidates: Please send your resume to brian@barmstrongconsulting.com

Brian Armstrong, Principal

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