

## General Manager/COO

### The Valley Hunt Club

**Location:** Pasadena, CA

**Entity Type:** Member-Owned

**Tax Status:** 501 (c) 7

**Club Established:** 1888

**Membership Total:** 968

**Total annual Gross revenues:** \$14.4M

**Total annual Food & Beverage revenues:** \$3.6M

**% of F&B revenues generated from private events:** 33%

**Total Number of Year-Round FT Club Employees:** 80

**Total Number of Seasonal Club Employees:** 50



### THE OPPORTUNITY

Rooted in the history and tradition of Pasadena, California, the Valley Hunt Club (the “Club”) was founded in 1888 as a private, member-owned club “for ladies and gentlemen to enjoy outdoor exercise,” which at that time included fox hunting. In 1889, the Members voted to stage “a parade of decorated carriages and an afternoon of public games,” which became the first Tournament of Roses Parade.

Since its founding, the Club has continuously adapted to the evolving interests of its members. While no longer fox hunting, Club members today still enjoy outdoor exercise in the form of racquet sports and aquatics in addition to a comprehensive fitness facility with spa services. Dining, social events, and family and youth programming also are essential aspects of the Valley Hunt Club experience. The Club’s strong programming and range of committees allow the Club to serve a wide variety of interests.

### THE POSITION

The General Manager/Chief Operating Officer (GM/COO) is responsible for managing all operations of the Club in line with the policies and direction established by the Board of Directors as well as by the bylaws and rules and regulations of the Club. The GM/COO will work in concert with the Board to assist with the development of policies, and work with the committees to enable feedback and to develop programming. The GM/COO is responsible for working with the senior management team to prepare the annual business plan that includes capital and operating budgets, which will ultimately be approved by the Board, and provide the oversight and control of operations to achieve desired financial results.

The role demands a leader who can balance the Club’s long-established traditions with innovative strategies to enhance member satisfaction and overall operational excellence. The GM/COO is expected to be a hands-on and visible leader, who not only directs operations but also deeply cares for the staff, echoing the Club’s commitment to both tradition and compassionate leadership.

## THE CANDIDATE

The ideal candidate for the General Manager/Chief Operating Officer (GM/COO) role at Valley Hunt Club will be a dynamic and experienced leader who fosters a culture of exceptional service, operational excellence, and genuine hospitality. They will be a visible and approachable presence, building strong relationships with members, staff, and the Board while honoring the Club's rich traditions and enhancing its reputation as a "home away from home." A collaborative communicator, they will work effectively with the Board and committees, providing thoughtful leadership and ensuring alignment with the recently completed Strategic Plan and the development of a long-term Campus Master Plan.

This individual will bring a proven track record of managing all aspects of private club operations, with particular expertise in delivering outstanding food and beverage experiences, developing high-performing teams, and driving member satisfaction. They will be well-versed in front-of-house operations while balancing back-office functions and will have experience optimizing organizational structures to enhance accountability and succession planning.

The ideal candidate will have 10+ years of progressive club management experience, including as a General Manager in a private club, with proven success in operations, financial management, and strategic planning. Strong communication skills and experience working with Boards and committees are essential. Familiarity with California employment laws is preferred. A degree in Business Administration, Hospitality Management, or a related field is desirable, with professional certifications (e.g., CCM, CCE) highly regarded.

## THE HIRING PROCESS

If you would like to propose a candidate for consideration, please contact tCC partner, Kirk Reese or Director of Recruitment, [Alison Savona](#). Interested candidates may apply by submitting their cover letter, addressed to "The Valley Hunt Club Search Committee," and resume through our [website](#) or by submitting your information directly to tCC Recruiting Coordinator: [Kathleen Donovan](#). Should you have any questions regarding submitting your information, please contact Kathleen.

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