



## **The Opportunity**

The Fly Club is looking for a Steward to oversee and execute operations. After 17 years, our greatly admired Steward is retiring, creating an exciting opportunity for an experienced, energetic professional to take on this critical and multifaceted role.

The Fly Club is an undergraduate social club based in Cambridge MA whose membership encompasses approximately 60 undergraduate and 1,200 male graduates from Harvard College. The Club predominantly serves undergraduate members by providing daily lunches, dinner events, and a convivial refuge.

The ideal candidate will have experience managing a club or similar small business offering food & beverage services and will be able to handle all day-to-day operations. In addition to strong communication skills and leadership capabilities, the ideal candidate will have strong problem-solving, decision-making and conflict resolution skills.

The Club maintains a relatively full schedule during the academic year from the beginning of September through the end of May. During the summer months, and periodically during the school year, the Club will host private events. Outside of Club activities, the Club owns and rents out a nearby building.

## **Key Responsibilities**

Reporting to the Board of Directors, the Steward is responsible for the efficient and effective operation of the Club, ensuring service delivery to members and maintaining a positive image for the Club.

### **1) Operations Management**

- Oversee day-to-day clubhouse operations, including food and beverage service and events
- Interface with undergraduate leadership and ensure member adherence to Club rules
- Conduct regular inspections of Club facilities, property, equipment and supplies
- Responsible for purchasing, procurement and inventory management
- Maintain relationships with vendors, contractors, service-providers
- Ensure compliance with health and safety regulations
- Implement corrective actions as needed to address any deficiencies or issues

### **2) Staff Management**

- Oversee kitchen and day-to-day operations staff (4)
- Hire and manage a service staff for events (10+)

### **3) Buildings & Grounds**

- Maintain physical plant and landscaping at two properties
- Management of parking lot and wine storage
- Ensure safety, security and compliance with applicable regulations



#### **4) Event Management**

- Development of event calendar together with undergraduates
- Weekday lunches, ~12 major events/year, ~12 Club dinners, fall new member process
- Execute all undergraduate & graduate events at the Club or offsite
- Maintain marketing and communications for all events

#### **5) Financial Management**

- Assist with annual operating budgets in collaboration with Graduate Board
- Monitor expenses, revenues, and financial performance against budgetary targets
- Coordinate with graduate treasurer, external bookkeeper (QuickBooks)
- Identify opportunities to increase revenue and reduce costs
- Ensure fulfillment of financial commitments by members

#### **6) Member Relations**

- Address member and guest inquiries or concerns in a prompt and professional manner
- Continuously enhance the overall Club experience for members and guests
- Maintain contact and donor databases, website, bulletin
- Maintain relations with graduate members, oversee fundraising communications

#### **Compensation & Benefits**

The Club Steward will receive a competitive salary, healthcare, retirement plan, and 6 weeks of annual holiday.

#### **Process**

Interested candidates should send their information to the Graduate Board member overseeing this process:

Joel S. Post [joelpost@earthlink.net](mailto:joelpost@earthlink.net) (917) 734-5461.

Qualified candidates will be vetted, with a goal of selecting a new Steward well before July 2025, as we envision an extended training / handover period.