

Fox Club Steward External Job Description

Overview

The Fox Club is a 125-year-old all-male private social club based out of Harvard University. It primarily operates out of its clubhouse on 44 JFK St. in Cambridge, but its membership is spread both nationally and internationally. During the university's academic year, the clubhouse serves its undergraduate membership, sophomore to seniors at the college. The clubhouse is also open to graduate members who annually hold events there, as well as throughout the country.

The Club is looking for a Steward to perform a general managerial role. The Steward holds a full-time position overseeing all daily Club operations throughout the entire calendar year. The Steward will regularly work with members of The Club, both undergraduate and graduate, and answers only to the Graduate President and his Board of Directors.

Duties and Responsibilities

The duties and responsibilities of the position generally fall under the following categories:

- Overseeing the clubhouse
- Planning and management for graduate and undergraduate events
- Administrative duties
- Communications
- Budgeting and bookkeeping
- Managing contractors
- Short and long-term club development

Desired Skills and Requirements

The position is best suited for a leader and culture carrier interested to devoting themselves to a unique and storied club. Desirable qualities and experience for the role are as follows:

- Possesses strong leadership skills and ability to coordinate a team
- Has prior managerial experience (e.g., restaurants, country clubs, hospitality, bars)
- Has knowledge of building maintenance and upkeep
- Is self-directed and creates their own goals
- Able to effectively communicate through all mediums (i.e., in person, telephone, email, texts, video calls)
- Maintains composure under pressure
- Can set and work within an annual budget, balance books
- Has experience with social clubs (e.g., fraternity/sorority membership, country clubs)

- Well versed in a variety of software and technology (e.g., Microsoft Office, Salesforce)
- Is exceptionally well organized
- Socializes well with people of all backgrounds and generations

Requirements for the position are as follows:

- Able to work evenings and weekends, when necessary (primarily during the academic year)
- Bachelor's degree (can be waived with demonstration of strong prior managerial experience)
- Willing and eager to work with Harvard college students
- Ownership mentality: a desire to be part of something much bigger than oneself or simply hold a job, but to give and be part of the community of The Fox Club

The position is primarily 9-5 in person during the academic year (August to May). There is some flexibility to work from home during the summer months. It may require traveling 1-2 times per year.

To apply, please send a resume and cover letter addressed to The Fox Club Steward Search Committee. Question may be emailed to Aaron Kruk, aaronakruk@gmail.com.