



**DIRECTOR OF HUMAN RESOURCES
FIDDLER'S ELBOW**

811 Rattlesnake Bridge Road, Bedminster Township, NJ 07921



Fiddler's Elbow is a private club located in beautiful Bedminster, NJ. We are a team-oriented, service-driven, think-outside-the-box kind of place. We are fueled by our family-centered culture, with core values of commitment, loyalty, professionalism, community, friendliness, respect, and integrity. We are revolutionizing the way people think of country clubs!

At Fiddler's Elbow, our mission is not only to, "Enhance the lives of our Members & Guests with WOW moments they can't live without," but to also enhance and enrich the lives of our Fiddler's Family members.



***At Fiddler's you will not just be joining a team. You will become part of a FAMILY!
More than a Club, it is a lifestyle. Please consider joining our amazing team!***

INTRODUCTION TO FIDDLER'S ELBOW COUNTRY CLUB

We are on a mission to wow you.

Since opening our doors in 1965, Fiddler's set the standard to which other clubs aspire. Today, we have reinvented the entire experience so much so that we do not call ourselves a "club" because we are much more than that. We have incredible facilities, unmatched experiences and a unique culture driven by our Members that all combine to make up a lifestyle like no other. Fiddler's is simply beautiful, showcasing nearly 1,000 acres of spectacular countryside, world-class amenities, and endless Member privileges.

We offer three impeccably manicured championship golf courses, with access nearly 365 days a year, and award-winning indoor and outdoor practice facilities. Our Sports and Leisure complex features spectacular state-of-the-art aquatics enjoyed by adults and children of all ages, tennis and paddle, fitness, and The Cove, a mini club for kids. Enjoy our English manor-style clubhouse, featuring indoor and outdoor fine and casual dining, and the area's best banquet facilities for galas, weddings, and social events. We even stock the Lamington River, which runs through our property, so you can try your hand at fishing.

Our community is a unique blend of individuals, families and corporate Members that have created enduring social and business relationships. Our fascinating history, picturesque grounds and superb facilities make Fiddler's a most inspiring place. Our Members call it an escape, a resort, and their home away from home. We call it a "lifestyle."

Fiddler's Elbow is truly a family club with unparalleled facilities, involved members and dedicated employees. Similarly, our employee family embodies strong professional service values to ensure every member has an exceptional and memorable experience.

THE HUMAN RESOURCES DIRECTOR POSITION:

The Human Resources Director is uniquely positioned to work closely with all aspects of the Club. As an integral part of our family the first thing you will notice is that we are not a "typical" country club. In fact, we have specifically stopped using the nomenclature and simply refer to ourselves as Fiddler's Elbow. This branding stands for a magic combination of upscale lifestyle, family and living for the moment. We exist to provide our members with year-round memorable experiences.

Internally, we do have an organizational structure, but we function very much as a group...all working together...and all empowered to make important decisions. It is important to know our history to understand why and how we are different.

Roughly a decade ago we made the strategic decision to evolve from a predominantly corporate club that catered to titans of industry to a hybrid club with strong emphasis on family. Flash forward we have successfully transitioned after a significant financial commitment from our Trustees.



Today, while golf remains a core offering, our Members join us for many other reasons, including our world class dining options and our social events calendar that is second to none.

Our aquatics and racquets facilities are among the finest in the state and we continue to evolve and grow with new overnight accommodations and fitness facilities about to break ground. We are slowly becoming not just the preferred club in New Jersey, but a national brand and presence.

HR is critical as we move in this direction, as our human capital is and always will be, in the words of our trustees, “the secret sauce.” We genuinely believe we have the best in the business. Therefore, the HR Director should and will be considered “best in class”.

FIDDLER’S ELBOW COUNTRY CLUB WEB SITE: <https://www.fiddlerselbowcc.com/>

POSITION SUMMARY:

Fiddler’s Elbow is seeking a Director of Human Resources, with an engaging customer centric professional style, to lead and manage the Human resources function and employee services for the Club.

REPORTS TO: General Manager

SUPERVISES: Human Resources Coordinator, and Safety and Security Employee (hourly positions)

COMPENSATION: Salary (Exempt Status)

BENEFITS: Medical, Dental, 401K, Paid time off, Bonus potential

POSITION OBJECTIVES:

Responsible for short- and long-term planning and management of the Human Resources function. Major areas of responsibility/ management include, but are not limited to recruitment, benefits, training, employee relations, compliance, and organizational development. Work closely with Trustees, General Manager and Assistant General Manager in implementing, achieving, and maintaining the Club’s goals and objectives. Member on the Executive Committee.

SUMMARY REQUIREMENTS:

To perform this job successfully, an individual must be able to execute each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and/or satisfy the productivity, performance, or qualification standards for the position.



ESSENTIAL JOB FUNCTIONS

- Active member on the Executive Committee, will participate in weekly staff meetings and annual offsite meeting
- Establish and implement annual objectives for the Human Resources Department, including a departmental mission statement. Establish, maintain, and ensure adherence to all employee related policies and procedures.
- Collaborating with and providing guidance and assistance to the trustees, leadership and management team on all human resource issues including workforce talent management, recruitment, employee relations, performance management, and legal requirements
- Participate in the budget process as it relates to staffing, productivity, benefit costs, worker's compensation, and other employee relations / training costs.
- Monitor staff turnover and recommend changes and improvements.
- Help the various Department Managers' reach their full potential by providing learning opportunities, consultation services and individual coaching for personal growth and development
- Work closely with all Departments in supporting and achieving the Club's goals and objectives.
- Planning and managing the recruitment, interviewing, hiring and orientation processes to maintain staffing levels with qualified individuals. Manage foreign labor and related visas, as necessary.
- Provide guidelines, direction, and support in the administration of the disciplinary process. Directly facilitate, in conjunction with Club managers, open employee communications to discern grievances and to respond to those grievances in all appropriate manners, including redressing those meriting correction.
- Coach supervisors and managers in managing employee performance issues. Resolve employee relations issues by advising management regarding employment law and compliance, coordinating investigations, and recommending the appropriate next steps and/or corrective action.
- Proactively evaluating work processes and standards. Identifying methods for increasing efficiency or effectiveness and responding proactively to any needs that have arisen from senior leadership and department managers.
- Manage employee engagement and retention through organizational initiatives that drive employee satisfaction, Maintain safety and cleanliness of work areas and employee areas according to OSHA guidelines. Active member of the safety committee.
- Develop, maintain, and coordinate Club training programs that provide for specific skills training and management/supervisory development, including anti-harassment and anti-discrimination training.



- Direct administration of performance appraisals in all departments.
- Maintain Club's human resources information system to provide accurate employee records that comply with all applicable federal, state, and local laws.
- Monitor Club's compliance with all applicable federal, state, and local laws.

INCIDENTAL DUTIES

The above list of essential job functions describes the general nature and level of work being performed in this job. It is not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management.

PERFORMANCE EXPECTATIONS

- Must adhere to Fiddler's Elbow code of Professional conduct and embody leadership qualities
- Excellent interpersonal skills, customer focused, congenial professional style
- Ability to work independently and as part of the team, and serve as an advisor and trusted confidant to the leadership team of the Club
- Organizational champion, adaptable to changing needs of members and staff, able to deliver best-in-class HR service experience in support of all aspects of Club operations
- A strong team player, with the ability to drive consensus, lead and support organizational change initiatives
- Ability to handle sensitive/confidential matters.
- Strong organizational skills.
- Ability to travel for recruitment purposes and other HR related reasons

JOB QUALIFICATION STANDARDS

The following describes the general qualifications and physical, sensory, and mental abilities normally associated with performing the essential functions of this position.

Education and Experience:

- College degree in a related field.
- Minimum of five years progressive Human Resources Management experience in a comparable Club/hotel/resort, luxury preferred.
- Strong marketing and employee relations skills
- Human Resources Certification preferred



- Thorough knowledge of federal, state, and local laws governing equal employment opportunity, occupational safety and health, workers' compensation, wage and hour issues, and labor relations, as well as new COVID-19 employment related laws and programs (FFCRA...). Track record of working collaboratively with others to achieve desired results.

Knowledge and Skill Requirements/Specialized Courses and/or Training:

- Ability to think outside of the box and adapt to changing priorities
- Must possess strong verbal and written communication and listening skills
- Ability to communicate clearly and directly, using emotional intelligence.
- Ability to effectively present information in one-on-one and group situations
- Proficiency using Microsoft Office products (Word, Excel, PowerPoint).
- Analytical skills with demonstrated ability to run reports and translate data to insight and then into action
- Well versed in Human Resources / Payroll information system (Balance Point or other).

Language and Communication Skills:

- Excellent written and verbal communication skills in English.
- Versatile and able to quickly establish positive rapport with members and employees alike, to create a friendly and professional atmosphere.
- Fluency in Spanish, verbal and written – desirable

Physical, sensory, and motor demands:

- Occasional walking (up to 2 hours a day), standing (up to 3 hours a day) and sitting. Intermittent squatting, bending, twisting, lifting. This position requires excellent visual acuity and auditory sense.



To apply for this position please email your cover letter and resume to:

Careers@equamagna.com.

The interviews for this position will take place in August for an ideal start date of early to mid-September.

The recruitment process will include virtual and face to face interviews.

Please do not contact the property directly.

Executive Search Consultancy:

EQUAMAGNA

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