



## Coveleigh Club

Rye, New York

General Manager

<https://www.coveleighclub.com>

**Coveleigh Club (CC)** located in Westchester County, New York seeks a highly motivated and dynamic individual to provide visible and hands-on leadership to guide the Club. The Club's respected and beloved General Manager has recently announced his retirement.

Coveleigh opened as a family club in 1933, when six determined and farsighted individuals believed the concept could survive in the midst of a depression. There have been many changes to the Club since then, but all kept the original purpose and history in mind, ensuring they maintained the charm, grace, elegance, and warmth of the original family estate. During prohibition the property was known as the "Port of Missing Men" and had a colorful reputation as a speakeasy with liquor and visitors often arriving by the Sound. By 1953 the Board of Governors purchased the property.

No story of Coveleigh would be complete without reference to the Wainwright family. The Wainwrights owned considerable property in Manhattan, where they lived in the 1800's. The family summered in Rye where they purchased most of the land on Milton Point. Coveleigh's beautiful Georgian mansion was built between 1902 and 1904. Besides the location, many of the features of the Coveleigh home were unique in their design, the bathroom stall showers and large central sliding glass doors to the garden were the first of their kind in the United States. Fireplaces were in every room and many are still lit regularly for the enjoyment of members and guests. Lawn Bowling has been a strong Coveleigh tradition since 1934. The formal sunken gardens became the site of the Olympic pool. In 2016, the pool was replaced and is one of the finest aquatic centers in the region. The tennis courts, pro shop and camp are located at the original stable house, now called the Carriage House. The original Wainwright family tennis court is still in use as well. Coveleigh has kayakers and sailors who ply the same waters as the Wainwrights did over 100 years ago. The founding member's vision continues more than 85 years later: *To maintain the highest standards and preserve the unique beauty of Coveleigh Club.*

A P R O F E S S I O N A L C O N S U L T A N C Y

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To this day Coveleigh remains a family club, operated and maintained to offer a wide selection of facilities for its members. The membership at Coveleigh is multigenerational with many families having a history of three or four generations.

Members enjoy Coveleigh for its facilities. The beach and pool facilities are some of the finest in the area and include a stunning heated Olympic size pool. Coveleigh's robust racquets program includes 12 tennis courts, four paddle tennis and four pickleball courts. What truly sets the Club apart is the F&B program. From the Cove restaurant and bar to the outdoor facilities including the Club favorite, "Tiki Bar," Coveleigh is a F&B destination. Known to be a great location for catering, the Club hosts hundreds of events a year including weddings, bar and bat mitzvahs and social events. The Club prides itself in being known as "the fun Club!"

Coveleigh is known for its ongoing capital program. The Club just reopened the 4,000 square foot Main Dining Room (Ballroom) after a remarkable transformation. The pièce de resistance is the floor-to-ceiling Nana Wall system providing picturesque panoramic views of the waterfront. The space is infused with natural light, creating an ethereal ambiance, perfect for any event. Two new powder rooms were added as well. Additional projects this season included the creation of a new Bluestone Garden Terrace offering the perfect setting for al fresco dining, and social gatherings. Last but by no means least, the Club added a new Paddle Hut including a stone gas fireplace, two wood burning stoves and sound systems.

#### **COMBINED REVENUES AND STATISTICS**

Club Age	91 Years (1933)
Total Revenue	\$ 7.2 million
Food Sales	\$ 1.4 million
Beverage Sales	\$ 550,000
Dues Revenue	\$ 3.8 million
Initiation Fee (Full)	\$ 37,000
Members	410
Staff	Employees (Height of season) 225

#### **THE POSITION**

The General Manager (GM) will serve as Chief Operating Officer of the Club managing all aspects of the operation. He or she will be hired by the Board of Governors and report to the President. He or she will be responsible for carrying out the Board's policies and held accountable for all areas of the Club and must ensure the synergism of all Club activities. The GM will be the Board's bridge to the staff and will report back on the effectiveness of policies, operations and programming.

The GM will work with the Board of Governors, Club Committees and staff to develop and implement operating plans to ensure the Club continues to achieve measurable goals for member and guest satisfaction, member enrollment, retention, and revenue growth while achieving budgetary expectations.

The GM will lead and direct the seasoned and highly professional management team. The candidate selected will need to complete a careful and thoughtful evaluation of the staff. The day-to-day operations must be handled with professionalism, tact and genuine concern for the employees and members. The new GM must have exceptional interpersonal skills, integrity and a will to succeed.

The GM will develop operating policies and procedures and direct the work of all department managers. He or she will implement and monitor the budget, the quality of the Club's services and ensure maximum member and guest satisfaction. The GM will secure and protect the Club's assets to include facilities and equipment.

The GM will be responsible for the management of service in the manner most pleasing to members and their guests while assuring the highest standard of appearance, hospitality and service. The GM will supervise and be responsible for training of the staff. The ability to manage within budgetary restraints while developing and implementing programs to increase revenues is paramount.

## **QUALITIES & BEHAVIORS**

1. The General Manager must manage the Club while working to enhance member satisfaction and enthusiasm of each staff member. He or she must be a listener and a problem solver.
2. The General Manager must be a strategic planner and a visionary to ensure the Club continues to grow as the demographics and member needs change.
3. The General Manager must have a strong financial acumen. The ability to oversee the Club's financial position is paramount to the General Manager's success.
4. The General Manager must be a proven trainer and developer of staff. Through innovative training programs, staff motivation, personnel policy development and consistent implementation of these policies, the GM will bring member service to new heights.
5. The GM must show a high level of enthusiasm in all he or she does. The GM should be a presence throughout the Club, maintaining standards and preventing them from slipping at any time. The GM will be constantly seen in the front of the house, welcoming members and guests to the Club and above all promoting the Club.
6. The GM is the Chief Operating Officer. He or she should be attuned to the needs of members as a group and as individuals. The GM should instill confidence in and generate respect from the membership.

## **PREREQUISITES**

Education	College Graduate, Hospitality Degree preferred. Must have strong interpersonal skills. CCM Designation preferred.
Experience	Knowledge of the hospitality industry, generally involving a minimum of ten (10) years in the industry in positions involving both the front and back-of-the house operations.

## **COMPENSATION**

The Club will offer an attractive and competitive compensation and benefits package to include:

- A base salary and bonus potential.
- Professional dues and education expenses with emphasis on continuing education. □ Full Benefits including medical, dental, and 401 (k).

## **RESUME SUBMISSION**

Please submit resumes, **salary history** and a **strong cover letter** to:

Charles D. Dorn, CCM  
Managing Director  
The Dorn Group, Ltd.  
472 Grace Church Street  
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Please indicate "Coveleigh – GM" in the subject of your email.

**NO PHONE CALLS PLEASE**