

## **Position**

Marketing & Communications

## **Reports To**

General Manager

## **About the Club:**

Country Club of Darien was established by Edgar S. Auchincloss in 1958 on land originally used for his family retreats. Today, the beautiful Club prides itself on being a “Club for all Seasons” for families by offering 18 holes of championship golf with a vibrant caddy program, a stunning 50,000 square foot Clubhouse, eight Har-Tru tennis courts, six paddle courts with a recently built Paddle Hut, six-lane pool with diving well, new pool bar, multiple dining outlets, and a fitness center to the over 700 members. It is truly a distinctive gathering place for social events and athletic endeavors.

The original golf course was designed by Alfred Tull, a partner of noted course architect Devereux Emmet. In 2007, Dr. Michael Hurdzan, architect of US Open host Erin Hills, was commissioned to modernize the course. He earned the Renovation of the Year award in 2010 by Golf, Inc for the work done at Country Club of Darien. The course has hosted the 2018 Met Match Play Championship, 2019 Westchester Open, 2021 Connecticut State Open, 2022 IKE MGA Stroke Plan and the 2022 Ladies MET Open. The Club’s practice facilities are the most expansive in the area and include two practice ranges, and two chipping greens alongside the main putting green. An indoor Golf Performance Studio provides year-round hitting facilities, golf lessons, and high-tech swing analysis.

The Club is proud to be very family friendly offering six weeks of children’s camps, swim/dive/water polo teams and lessons, and junior golf and tennis programs and teams. There are active social and competitive adult programs including USTA Tennis and APTA Platform Tennis offerings. The Paddle Hut was completed in 2013 and features a lounge area with a stone fireplace, observation deck, and built-in fire pit to add to the winter activity list.

Gross revenue exceeds \$13 million with annual dues at almost \$7 million and Food & Beverage accounting for \$4 million. There are 217 staff members at the height of season. The Clubhouse is open year-round yet closed on Mondays. Over the past 12 years, the Club has invested over \$20 million in upgrades and renovations financed through an effective Capital Budget. Future projects include the renovation of five more greens (~\$1 million) in 2023 and discussions abound related to renovations of the wintertime Club favorite Grill Room and a ~\$4m golf course irrigation project.

## **Main Responsibilities and Tasks**

- Create content and manage the club’s various communications media -- website, weekly news emails, event (social, golf, racquets, etc) flyers, seasonal publications, and social media channels - as well as identify and manage any new media needed for effective communications
- Work directly with the General Manager to help oversee (and create) the Club’s overall communication strategy

# THE COUNTRY CLUB OF DARIEN

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- Maintenance and oversight of all digital platforms according to standards and Club branding: Website, Mobile App, ForeTees, Monday.com, Canva, Northstar, DocuSign, JotForm, HotSchedules, Member Connect, PHG, Instagram
- Creates, coordinates, edits, and distributes weekly emails to the members
- Coordinates with department heads on communication content
- Be a supportive team player who actively contributes to staff meetings and effectively communicates information that helps all associates increase their understanding of communication goals, policies, procedures, satisfaction, and retention
- Ensures that all marketing and collateral materials produced are professional presented, free from grammatical errors, and pleasing to the eye
- Prepare and/or modify agendas for meetings, schedules, written responses to routine enquiries, communications, presentations, documents including correspondence, reports, drafts, memos and emails and other documents as directed by the General Manager
- Liaise with Board of Directors as directed by General Manager, all Committee Chairs and Members handling their requests of all kinds as well as internal staff at all levels
- Record, compile, transcribe and distribute minutes of meetings as requested by General Manager
- Maintains a file of club history information.
- Design, maintain, file, and retrieve documents, reference materials and databases as directed by the General Manager
- Conduct research, collect and analyze data to prepare reports and documents
- Plans and implements strategies to meet club goals and reviews operating practices and implement improvements where necessary.
- Resolve administrative problems and inquiries.
- Manage office supplies and office supply budget
- Manager IT equipment (phones, computers, voicemail systems, etc) as directed by the Club's Controller; including troubleshooting with internal staff
- Assist F&B Management Team with the administrative process of hiring yearly interns
- Takes photographs of members and club officers at social events.
- Surveys other clubs for information useful in setting and revising club policies.
- General clerical duties including photocopying, fax, mailing, maintain electronic and hard copy filing system, retrieve documents from filing system and handle requests for information and data
- Completes any other appropriate assignments assigned by the General Manager.

## **Qualifications & Preferred Knowledge**

- Knowledge of operation of standard office equipment; copier, folding machines, Pitney Bowes
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping
- Knowledge of principles and practices of basic office management
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite
- Knowledge of standard office administrative practices and procedures
- Bachelor's degree in Business Administration, Hospitality or Resort Management, Communications, Public Relations or related major and three (3) years of work experience in the hospitality industry.

### **Compensation & Benefits**

This is a full-time, year-round position

Benefits such as health, dental, life, long-term disability and a compensation package that will be competitive and commensurate with the candidate's experience

### **Key Competencies**

- Self-Starter
- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility and adaptability
- Team player
- Judgment and decision-making ability
- Initiative
- Confidentiality

This is a partial Job Description; additional requirements will be added as necessary.

### **Next Steps**

Please send your resume and a thoughtful cover letter to [spanagiotopoulos@ccdarien.org](mailto:spanagiotopoulos@ccdarien.org)