



## THE SASKATOON CLUB

### *Destination Saskatoon*

As one of the youngest, sunniest, fastest growing and most welcoming cities in Canada, Saskatoon is a treasure in the heart of the prairies.

From a low cost of living, short commute times, great schools to endless entertainment options, there is no better place to work and play.

Saskatoon has become the go-to destination for those seeking mouth-watering local food, an incredible variety of cultures, an amazing display of the arts, and some of the friendliest and most charismatic people you'll ever meet.

The New York Times named Saskatoon as the only Canadian destination on their 2018 annual 52 Places to Go list. Saskatoon's mix of economic diversity, low business costs and high quality of life make it the perfect place for businesses and people to thrive.

### *The Saskatoon Club*

Located in the heart of Saskatoon's iconic downtown, The Saskatoon Club has been home to the city's business and community leaders for more than a century.

Treating our members to elevated cuisine, distinct experiences, personal service and the only athletic facility downtown, The Saskatoon Club serves and supports its members unlike any other venue in the city.

More than bricks and mortar, services offered at The Saskatoon Club extend beyond the walls to ensure in this changing work environment we are meeting the needs of our members wherever they may be.

The Saskatoon Club plays an important role in fostering relationships within the business community.

Our members are diverse employers, influencers, neighbours and friends. Together, we honour the past and shape the future of Saskatoon.

## *Seeking Executive Director*

The Saskatoon Club is seeking an Executive Director /General Manager (ED/GM) who is dedicated to the Club's vision to "Be the preferred meeting place for Saskatoon's influential and business community leaders". Reporting to the Board of Directors through the President, the role of the ED/GM is to manage Club operations in accordance with the strategic, financial and operational direction set by the Board.

The ED/GM shall serve as Executive Director of the Club, manage all aspects of the Club including activities and relationships between the Club and its Board of Directors, members, guests, employees, community, government and industry. The ED/GM is the leader of the Club's management team and is responsible for managing all facets of the Club's operations.

### **Direct Reports:**

Assistant General Manager, Business Development Officer, Controller, Executive Chef and Executive Assistant/Membership Secretary.

### **Responsibilities:**

- Developing and delivering a consistently excellent experience to satisfy member expectations in a premier private club.
- Properly managing all aspects of the Club's activities to ensure and maintain the highest elevated experience standards, quality of activities and services provided by the Club to ensure a high level of member satisfaction and referral.
- Developing and implementing best-in-class, innovative, industry-leading operating policies, programs, procedures and methods.
- Monitoring long and short-term financial objectives. Reporting; and, in consultation with the Board, Finance Committee and Controller.
- Forecasting, preparing and executing the financial plan for the Club including development of annual operating, cash, and capital budgets. Preparing financial reports to the Board.
- Overseeing management of Club human resources, including establishing, initiating and monitoring personnel policies and overseeing training and professional development programs. Acting as a mentor to Direct Reports.

- Coordinating and implementing the strategies of the Club's short term annual tactical plans & long-range strategic plan as created by the board August 2020 ensuring consistency with the Club's long-term strategic direction.
- Welcoming new Club members, "meeting and greeting" all Club members as practical during their visits to the Club.

Coordinating the marketing & member relations programs to promote the Club's services and facilities to present to potential members.

Developing ongoing dialogue and rapport with members by being present at all major Club functions.

- Ensuring compliance with all legal and regulatory matters affecting the Club.

## *Qualifications*

### **Candidate Profile:**

This is an executive position. Candidates will be selected for the following qualities and experiences. The ED/GM will report to the Board of Directors through the President.

Given the leading role this individual will play in achieving the strategic, business objectives and leading the continuing transformation at The Saskatoon Club, it is essential that the successful candidate possess the following core competencies, experience and attributes:

### **Leadership Skills:**

A trustworthy, dynamic leader with the ability to build strong teams by motivating staff and leading by example in addition to representing the Club to external groups.

Has the ability to provide direction and expectations, continuous performance feedback with recognition that leads to positive outcomes to enhance elevated member experiences through inspiring department managers and team.

Exhibits leadership skills in team building, employee motivation and service training. Is respectful and professional in all interpersonal dealings.

### **Standard of Care:**

- Thorough understanding of with capacity to consistently deliver exceptional elevated standards of service expected from a premium member-driven club.
- Ability to set and maintain high standards for all facilities, services and communications.
- Analytical with the ability to use data effectively in forecasting and reviewing revenue and cost centres

### **Interpersonal/Fit:**

- Demonstrates integrity, ethical conduct in words and deeds; embodies the characteristics of a successful leader through honesty, straightforwardness, accountability, leadership, empathy, process and dedication.
- A self-starter with a results-oriented workstyle combined with excellent verbal and written communication as well as interpersonal skills demonstrated with all the Club's stakeholders.
- Flexible and adaptable to changing needs in scheduling demands & time commitments. There is an expectation this position will be present and visible at Club events.
- Demonstrates energy with a desire to interact and build relationships with the membership.
- A confident, diplomatic, competent professional who is a "doer". A take-charge person who recognizes the importance of accountability & innovation.
- Strong professional deportment & conduct with a clear commitment to member service.

### **Business/Finance Skills:**

- An entrepreneurial style combined with a strong understanding of all aspects of business management including business development, finance, information technology, marketing, human resources, risk management and performance management.
- A strategic thinker.
- Experience managing complex capital projects.
- Values marketing (including digital) and its organizational impact
- Direct experience and understanding of the operation of a not-for-profit business in hospitality
- Incorporates succession planning by preparing staff for key leadership roles.
- Efficient knowledge of word processing software, spreadsheet software, e-mail software and use of the Internet & social platforms

### **Education:**

- A post-secondary degree in business accounting, finance, business administration or economics will be preferred.

### **Experience and Accreditation:**

- Experience as a senior leader in a private club environment with a passion and understanding of what it means to have a premium club experience.
- Experience in the hospitality industry beneficial. With an excellent understanding of food and

- beverage operations, including pricing, menu development, inventory management and costing.
- Proven experience developing and managing budgets and business plans.
  - Experience in the ability to develop working relationships with financial institutions.
  - Experience reporting to a board that has adopted a club governance, structure and processes to lead the Club and ED/GM to thrive
  - Evidence of continued professional development.

**Requirements:**

Position to be filled with a **July 2, 2021 start date.**

Applications open until **11:59pm April 12, 2021.**

Position is full-time with required varying hours dependent on demand (events etc)

Position will require a clear criminal background and credit check.

**Salary Details:**

The Club will offer an attractive compensation package, commensurate with experience, which will include a competitive base salary, bonus opportunity & benefits.

**Please forward resume to: [careers@saskatoonclub.com](mailto:careers@saskatoonclub.com)**



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