



Assistant General Manager

Allegheny Country Club is actively seeking a dedicated individual for an exciting opportunity in private club management. This position is exclusively tailored for an exceptional candidate who demonstrates their desire to obtain a General Manager/COO position within the next 3-5 years. The Club is searching for an Assistant General Manager (AGM) with an acute focus on member experience and employee refinement, while working closely with the General Manager on strategic goals, operational efficiencies, and the development of strong financial acumen. The AGM will consistently provide authentic leadership by demonstrating honesty and integrity in a positive upbeat manner, striving to foster meaningful emotional connections with members, motivate employees to exceed expectations, and lead a winning team of talented managers.

About Allegheny Country Club

The brainchild of local steel magnate John Moorhead, Allegheny Country Club was founded in 1895 in Allegheny City (today, Pittsburgh's North Side), making it the oldest country club in Pittsburgh. The Club moved to its current location in Sewickley Heights in 1902.

Allegheny Country Club is a family-friendly country club with extensive sport, recreational, and social activities. With a sustained commitment to excellence, members of all ages enjoy outstanding facilities and programming in a setting rich with tradition, inspiring the formation of enduring friendships. The Club provides its members with a unique blend of traditional and modern amenities with accessibility being one of the most distinct advantages of membership.

Featured Member Amenities and Services:

Golf:

- 18-hole championship golf course designed by Donald Ross and updated by Gil Hanse (2002)
- Modern practice facilities including short game area, two driving ranges, and a golf learning center
- Men's, women's, and juniors' golf lessons, programs, events, and tournaments
- Full-service pro-shop, bag storage, and caddie program

Racquets:

- Two indoor Rebound Ace tennis courts housed in the indoor tennis building, and four outdoor Har-Tru tennis courts
- Four indoor Pickleball Courts
- Four outdoor paddle tennis courts and modern warming hut
- Men's, women's, and juniors' tennis and paddle lessons, programs, events, and tournaments
- Full-service pro-shop

Swimming Pool:

- Heated outdoor swimming pool and children's wading pool
- Full-service poolside café and bar

- Private and group swimming lessons, junior swim team, and family and children's events

Clubhouse:

- State-of-the-art, fully equipped fitness center
- Well-appointed men's and women's locker rooms
- A full schedule of dining, family, holiday, and other unique social events
- Overnight guest rooms
- Numerous outdoor and indoor dining options
- Private event and meeting services
- Member wine and cigar storage

About the Assistant General Manager position:

The Assistant General Manager is a crucial leadership and operational role. This individual will collaborate closely with the General Manager and, in their absence, will take charge to ensure the Club is operating according to standards. The AGM will lead a skilled executive management team across various departments: Clubhouse Manager, Executive Chef, Food and Beverage Manager, Racquets Director, Golf Operations, Golf Course Superintendent, Building Maintenance Manager, and Fitness and Aquatics Director. This individual should consistently exhibit a strong passion for the industry, a commitment to exceed expectations, and the desire to perform alongside and lead a highly functioning management team.

Allegheny Country Club has initiated a \$25–\$30-million Master Plan that involves substantial expansion, renovation, and replacement of all facilities. The first phase includes the development of a world-class racquets complex. Apart from overseeing daily Club-wide operations, the AGM will gain valuable experience and involvement with Master Plan prioritization and project management within the Club.

The AGM is responsible for but not limited to:

- Engage with the membership on a daily basis and maintain high visibility throughout all Club operations and events. Develop meaningful relationships with our membership and employee family.
- Work alongside the Controller and the General Manager to develop, execute, and manage all capital and operating budgets including, but not limited to, annual cash flow forecasts and three-month projections.
- Monitor all department budgets and ensure the budget goals are met by implementing and directing corrective action when necessary.
- In partnership with the Human Resources Director, collaborate on staffing needs and handle employee recruitment, retainment, and development, disciplinary actions, and terminations.
- Ensure the highest standards for food & beverage, sports, recreation, entertainment, and other Club services.
- Coordinate and serve as an ex-officio member of appropriate Club committees.

- Work with subordinate department heads to schedule, supervise, and direct the work of all Club employees; confer with them about personnel-related matters including compensation, job changes, and performance evaluations.
- Continue to develop as a professional by maintaining membership with the Club Management Association of America (CMAA) and other professional associations. Attend conferences, workshops, and meetings to keep abreast of current information and developments in the field to enhance value and quality of services.

Qualification Standards:

- Bachelor's degree in hospitality management (or equivalent), or six or more years of the necessary and appropriate experience in private club management.
- Certified Club Manager (CCM) designation (or proof of a strong commitment to obtaining this designation) and current Club Management Association of America (CMAA) membership.
- Strengths in effective communication, organization, team development, training, budgeting, financials, and sales.
- Proven leader who can manage employees, motivate, and build lasting relationships.
- Proven ability to execute operations at a level that will ensure a premier club experience.
- Availability to begin on or before May 17th, 2024.

This position offers a competitive salary, bonus program, and an excellent benefits package which includes medical, dental, vision, life insurance, short-term disability, long-term disability, 401K (which typically includes a 3% employer contribution), paid time off, clothing allowance, and more.

Please submit your resumes and cover letters to Human Resources Director, Ashley Montgomery at amontgomery@alleghenycountryclub.net.