



RCS Hospitality Group
a new generation of hospitality management
6412 Brandon Ave. #339 Springfield, VA 22150
www.consultingRCS.com

Position Available:
GENERAL MANAGER
The Mount Vernon Club
Baltimore, MD

The Mount Vernon Club is seeking a professional General Manager with a “Servant’s Heart” who is enthusiastic and energized to propel the Club into the future. The Mount Vernon Club is a private social club located in the heart of the Mount Vernon Cultural District, just north of Downtown Baltimore. Many of Baltimore’s greatest cultural institutions are located just steps away. Established primarily as a club for ladies, The Club provides an environment that fosters friendship, discussion, social events, and cultural exchange. The Mount Vernon Club’s values and traditions are upheld by its hospitable atmosphere, personable service, and elegant dining experience.

POSITION OVERVIEW

To apply, you must have General Manager expertise leading a historic club in a 100+ year old building. The successful candidate will have a strong acumen for processes and procedures with proven progressive growth in the hospitality industry. You will have proven experience hiring, training, and motivating a team of high performers. Hospitality and member service excellence must run in your blood while cognizant of financial responsibilities and employee engagement. The successful candidate must demonstrate resourceful and innovative thinking coupled with personal and professional integrity.

JOB SUMMARY: ESSENTIAL FUNCTIONS

The successful candidate:

- Club management professional capable of creating and delivering a high level of hospitality where members feel welcome, comfortable, important, and understood.
- Demonstrated ability and willingness to work in all aspects of the Club and promote cross-training with the team. Success with employee mentorship and development.
- Exceptional skills in managing, tracking, and reporting finances of the Club, including daily maintenance of the food and beverage operation.
- Strong experience in planning and executing both private and member events.
- Friendly, energetic, and enthusiastic personality; able to demonstrate a respected presence throughout the Club and a desire to be visible and accessible to staff and members.
- Ability to train and motivate staff. Must be a hands-on leader.
- Ability to articulate and direct a clear vision for the Club.
- Generally tech-savvy with experience in email communications, web abilities, computer software, and general knowledge of website use for marketing and membership interaction.
- Strong written and verbal communication skills. Demonstrated skills in member communications.
- Strong logistics and business acumen – demonstrated experience working with the Board of Directors, various committees, affinity clubs, and Members within a member-owned city club. Must have a presence with community events and represent the Club in the local business setting.
- Proven success with coordinating vendors across multiple business channels, forecasting for time management, staffing, product inventory, managing best pricing/vendor options, and pulling it all together on time and within budget.
- Maintenance/Upkeep/Renovation experience in working with a historic building.

JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS

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BACKGROUND/EXPERIENCE

- A 4-year Hospitality degree is required.
- Advanced Degree or Certification preferred.
- A minimum of 3-5 years of relevant experience in a high-level and/or luxury brand City Club.
- A minimum of 3 years of progressive responsibility managing a City Club.
- Previous General Manager at a City Club/Women’s Club or Assistant General Manager at a similar or larger City Club. Either should have a minimum of 3 years of experience showing a history of progressive promotions.
- Proven track record of growing membership by implementing events and enticing member amenities.
- Strong financial acumen – demonstrates a thorough knowledge of financial documents for a private member-owned Club.
- Construction, renovation, and maintenance experience with a historic building.
- Proven success managing costs without sacrificing service.
- Ability to troubleshoot expenses and effectively manage labor costs.
- Proven success with private events, theme events, and programming to increase Member participation.
- Well organized – with time, with files, with employees, etc.

REPORTS TO

President and Board of Directors

THE CLUB OFFERS

- Salary commensurate based on experience – Salary range - \$100K - \$120K
- Health Insurance – 20% contribution by the employee
- Dental/Eye Insurance – 100% contribution by the employee
- 401k – Club matches up to 3%
- National and Chapter CMAA dues/fees
- Parking

CLUB OVERVIEW

The Mount Vernon Club, founded in 1928, is a private social club located at Eight West Mount Vernon Place in Baltimore, Maryland. Established primarily as a club for ladies, The Mount Vernon Club provides an environment that fosters friendship, discussion, social events, and cultural exchange. The Mount Vernon Club’s values and traditions are upheld by its hospitable atmosphere, personable service, and elegant dining experience.

The Mount Vernon Club is located in the heart of the Mount Vernon Cultural District, just north of Downtown Baltimore, where many of Baltimore’s greatest cultural institutions are located steps away. With this stunning backdrop, The Mount Vernon Club is the ideal place to visit while in Baltimore.



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Housed in a distinguished 19th-century townhouse, the building, with its walled courtyard garden and period Carriage House, continues to reflect the architectural elegance of its historic Federal past.

Mount Vernon Club's total membership count is 451; the overwhelming majority fall into the "Full Member" category. There are a total of 7 member classes within the membership structure.

In the year 2020, Mount Vernon Club's total revenues totaled \$934,153. The dues structure includes a capital reserve fund.

FOOD & BEVERAGE INFORMATION:

The main level of the Clubhouse includes the lobby and reception area, the library with an attached women's restroom, as well as the Lounge, a multi-use space often used for lectures and small receptions and can also be split into two smaller spaces.

A beautiful open courtyard is accessible from the main level. It is used for a la carte dining and private parties and member events, accommodating up to 60 seated or 100 for a cocktail reception. During peak season, an open-air tent with bistro lighting is used.

On the opposite end of the Courtyard is the historically charming Carriage House which maintains its original character used as part of an equestrian facility. This multi-use space can accommodate up to 20 seated and is often used for meetings, private parties, and additional function space in conjunction with the Courtyard.

Dining spaces and kitchen facilities are located on the second floor. The Main Dining room and adjoining drawing room can accommodate 80 seated; 50 in the Main Dining Room, 30 in the Drawing Room. There are also two private dining/meeting rooms: the Writing Room with seating for up to 10, and the Small Dining Room with seating up to 8. Administrative offices, a Board Room, and Bridal Lounge are located on the third level of the Clubhouse. An elevator in working order is accessible to all three levels.

Annual food and beverage revenue is approximately \$330,000; this includes a la carte dining and private events.

Member dining is most popular during lunch which is offered Tuesday – Friday from 11:00 am to 2:00 pm. Dinner service is currently available by reservation only on Thursday, Friday, and Saturday from 5:30 pm to 8:00 pm. Member dining is closed on Sundays except for occasional private events. The Club is closed on major holidays except for Mother's Day. There is also a 4 – 6 week summer shut down typically early July to mid-August.

HOW TO APPLY

Click link to apply: <https://jobs.crelate.com/portal/rcshg/job/s1ae6kn9onijqhzrgef1idgcke?crt=1674593575614>