



## The Penn Club – New York, New York

### General Manager

The Penn Club of New York is The University of Pennsylvania's "home away from home" for alumni, parents, faculty and their family and friends. Conveniently located in midtown Manhattan, it is a private club for the exclusive use of those affiliated with The University of Pennsylvania. The Penn Club offers a variety of programs including myriad events, networking opportunities, social mixers, wine tastings, pre-theater dinners, inter-Ivy club events, and a selection of occasions that incorporate Penn traditions.

The historic landmark clubhouse is 65,000 square feet and boasts 13 floors filled with member activities, benefits and clubhouse resources. Amenities include six dining rooms for meeting space and private events, a fitness center and massage room, 39 overnight guest rooms, a living room library, a business center and social and learning events. The Club currently has 5,000 members. Members have reciprocal privileges at 150 affiliated private city clubs worldwide. Gross revenues are \$9.2 million; food and beverage revenue is \$2.5 million and guest room revenue is \$2.8 million. There are approximately 76 employees.

The Club is open seven days a week year round with full food & beverage service available Monday through Friday from 7:00 am to 10:00 pm. Continental breakfast is available on the weekends and holidays; limited menu service is available on Saturday from noon to 7:00 pm.

The General Manager has full responsibility for all aspects of club operations, reporting to the Club President. He/she will lead the management team which includes the Controller, Operations Manager/Director of Catering, Director of Membership, Director of Rooms Division, Chief Engineer, Administrative Assistant and Health Club contractor. The General Manager will indirectly supervise all employees and will lead relations and negotiations with the Labor Union. The long tenured and dedicated staff will require an experienced leader who can provide creative direction without micromanaging and have the ability to consistently hold staff accountable at the highest level. Approachable and motivating are key desirable traits to lead the cohesive management team currently in place.

The General Manager will oversee all aspects of the Club's operations as well as communicate effectively with the Board, Committees, staff and well-educated and diverse membership. He/she must be well-organized and able to multi-task with strong written and verbal communication skills. The General Manager will have an affable personality and sophistication to command the respect of all constituencies and a visible presence within this prestigious city club as well as in the New York and University of Pennsylvania communities.

With full P&L responsibility, the General Manager must possess strong operational and financial skills who will present progressive and thoughtful strategies for membership marketing, growth, retention and usage. Critical to this role is a strong understanding of club financials, proven success with revenue growth, cost management and the shaping and enhancing of the food and dining operations and experience ultimately to increase member dining participation. Also important is further cultivating and leveraging relationships with the University of Pennsylvania to increase visibility and recognition of the Club on campus and with alumni.

This candidate must be a student of the private club industry to fuel the development of initiatives and solutions reflective of industry trends and best practices; a confident, forward thinker and energetic professional who strives for excellent service and exceptional standards of quality with an eye for detail in all areas of service, decor and housekeeping. Ideal candidates will have a passion and intimate knowledge of food and service operations and dining programming. Experience with guest rooms and capital project management is also important in this role as guest room renovations are currently in the planning stages. Ideal candidates will have experience in city clubs, working with and negotiating with labor unions and have an understanding and knowledge of managing the maintenance and care of a historical structure.

Compensation: The Club will offer a competitive compensation plan, along with standard benefits and perks.

Interested and qualified candidates should complete the online candidate profile form and submit a compelling cover letter and resume for consideration at <http://denehyctp.com/submissions/>. If you have any questions or need further assistance, please email Alison Savona at [alison@denehyctp.com](mailto:alison@denehyctp.com).

### **DENEHY Club Thinking Partners**

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