

Living and working in Kingston

Kingston is a dynamic city in the heart of eastern Ontario located along the beautiful shores of Lake Ontario. Kingston has a stable and diversified economy that includes global corporations, innovative start-ups and program representation from all levels of government. Kingston's high quality-of-life offers access to world-class education and research institutions, advanced healthcare facilities, affordable living and vibrant entertainment and tourism activities. Kingston residents are committed to embracing sustainable practices and green technology.

Kingston is home to:

- The best freshwater sailing in the world.
- Queen's University, the Royal Military College of Canada and St. Lawrence College
- [Fort Henry](#) and the Kingston Fortifications (part of the [Rideau Canal UNESCO World Heritage site](#)).
- Vibrant arts, entertainment, recreation and leisure [communities](#).
- A healthy and bustling [downtown](#) core offering a variety of independent shops and superb restaurants.
- Beautiful [parks and trails](#) that are steeped in [history](#) and free for everyone's active enjoyment.



General Manager, Kingston Yacht Club

www.kingstonyachtclub.com

Interested candidates, please submit a CV along with a detailed cover letter which addresses the qualifications and describes alignment/experience with the position by *12:00 pm EST (noon) on Monday February 7, 2020* to:

Chair, Hiring Committee: Past Commodore Rosemary Wilson via:
manager@kingstonyachtclub.com.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

Position Description

Kingston Yacht Club (KYC) seeks a well-qualified and energetic General Manager to lead its operations. Established in 1896 and awarded 2017 CSCM Small Club of the Year, KYC is recognized as a premier facility for sailing in Canada and provides a range of sporting and social amenities for its membership on a year-round basis. In addition, KYC is a sought-after venue for meetings and social gatherings for the broader community and has a well-established, successful food and beverage program. KYC has a highly motivated Board of Directors and enjoys a membership with strong volunteer spirit.

The successful candidate will be responsible for leading in KYC's five departments with up to 40 staff in Learn to Sail programs, Harbour and Sailing, Marketing/Membership, Food and Beverage, and Administration. Accountable to the Board of Directors, the General Manager leads the departmental teams in delivering professional and innovative service to our membership and promoting a culture of excellence.

KYC is reviewing its strategic plan and is in the midst of infrastructure renewal. This activity is supported by the General Manager.

Key responsibilities for the position include the following:

Interaction with the KYC and Kingston community

- Be the consistent and gregarious public face of the club for members and for the Kingston community.
- Maintain a high level of presence at the Club during regular and special events, becoming well known and highly approachable to staff, members, and guests.

- Work closely with the Board of Directors and Executive Committee to ensure responsible and focused governance, process, practices and consistency with short/long term goals.
- Support and be supported by standing committees (e.g. Sailing, Harbour, Regattas).

Administration

- Lead program staff, delegate responsibilities to senior team members, and set the tone for success at the Club.
 - Work closely with the Yard Manager to manage facilities and capital projects and with the Food and Beverage Manager and Head Chef to maintain a high standard of quality, service, and member/guest satisfaction.
 - Develop and closely monitor annual budgets together with the Controller.
 - Maintain safety and security of facilities, staff and members/guests and those learning to sail.

Strategic planning and innovation

- Maintain and apply current knowledge of progressive management developments within the club industry.
- Participate in and support strategic planning and major projects in conjunction with the Board.
- Oversee creative and innovative promotions, partnerships and communications.
- Proactively develop strategies related to the attraction and retention of members.

The ideal candidate for this position will have demonstrated abilities to execute in a collaborative environment, experience as a team leader with strong leadership skills and the ability to mentor and inspire staff, a high degree of self-motivation and commitment to professionalism and the ability to deliver extraordinary service to members, guests and employees.

The Candidate

Qualifications

- A proven track record as a senior manager/supervisor at a premier facility.
- A 4-year university degree is preferred.
- CCM/CCE designation from the Canadian Society of Club Managers is preferred.
- Background in club leadership, preferably in the yacht or multi-sport industry.
- Familiarity with financial/point of sale and club management software.
- Financial acuity and experience developing and overseeing budgets.
- Excellent presentation skills and ability to communicate at a very high level.

- Experience with program development and infrastructure expansion is preferred.

Compensation Package

KYC will offer an attractive compensation package that is commensurate with experience, which includes a competitive base salary and benefits, annual performance bonus, coverage for professional dues, support for training and other benefits.