



CAROLINAS CHAPTER

CLUB MANAGEMENT
ASSOCIATION OF AMERICA

CAROLINAS CHAPTER JOB OPENING

CLUB	Duke Faculty Club
LOCATION	Durham, NC
POSITION FOR HIRE	Executive Director

CLUB INFORMATION

The Duke Faculty Club (“DFC”) is a swim, tennis, and fitness facility for full-time employees of Duke University, the Duke University Health System, and alumni. It maintains numerous programs, including summer camps, swim team, lessons in tennis, pickleball, and other sports, a playground, personal training in multiple exercise programs, and various seasonal and holiday gatherings. The DFC serves approximately 1,000 memberships ranging from young families to retired couples and singles, and has an extensive waitlist for joining. The DFC is an independent entity from Duke University, with its own governance located on property leased from the University. Duke University is consistently ranked among the top 10 universities in the United States. The campus is located in the North Carolina “Triangle” (Raleigh-Durham-Chapel Hill), a region that is often rated as one of the best places to live in America.

POSITION SUMMARY & RESPONSIBILITIES

The Executive Director directs and manages overall daily operations of the Duke Faculty Club under the direction of a Board of Governors. The Executive Director is responsible for a comprehensive, outcome-driven program and service delivery, supervision and training of staff, personnel issues, management of the facility, budget, and membership administration.

KEY ROLES (Essential Job Responsibilities):

(1) Leadership

- Oversee programs, activities, facilities and services for DFC members and guests.
- Recruit, train, manage, and support staff (currently seven full employees and over 50 part time employees). As a manager, be fair, consistent, and supportive in order to maintain a positive work environment and encourage staff retention.

(2) Strategic Planning

- Develop and implement strategic planning activities including programmatic and revenue goals and objectives.
- Develop, review, and implement policies and programs; provide direction for various programmatic areas including tennis, aquatics, fitness, and recreation.
- Work closely with staff, Board, and membership to maintain high quality of programs, services and activities to meet current and future DFC objectives and member needs.

(3) Management of Resources

- Plan, organize, and direct the financial and administrative operations of the DFC, including review and revision of financial records and systems; develop the annual budget; monitor and control DFC cost centers for operations, programs, capital improvements and liabilities.
- Market programs, services, and activities in the DFC community.
- Ensure administrative and operational systems are in place to maintain the operation of the staff, programs, physical properties and equipment of the DFC in compliance with Duke University and DFC policies.
- Maintain consistent and clear communication with Board and staff on progress toward goals, successes, challenges, and needs of the Club and its programs.
- Oversee development of DFC facilities to ensure a healthy and safe environment for fulfilling program goals.

(4) Other Responsibilities:

- Purchase or approve purchase of supplies and equipment.
- Plan and implement special events to carry out programs and activities.
- Manage communications with DFC community including website.

(5) Relationships:

- Maintains close contact with DFC staff to maintain excellence in programs, activities and policies, discuss issues, and provide/receive information. Maintain regular, clear contact with staff, Board and DFC membership regarding activities and events.
- Develop close relationships with key stakeholders within Duke University including Human Resources, Duke Athletics, and Finance.

QUALIFICATIONS & KEY CHARACTERISTICS

- Work generally requires a minimum of three years of recreational club management experience or an equivalent combination of relevant education and experience.
- Proven management skills.
- Excellent personal and communication skills.
- A positive personality, creative recreation focused mind, and a bit of magic.

COMPENSATION & BENEFITS

Competitive salary, commensurate with experience.

This position currently qualifies for Duke University Benefits:

- Health insurance
- Dental and Life insurance
- Vacation and Paid Time Off
- Retirement plan
- Duke Children's Tuition Grant Program

HOW TO APPLY

Qualified candidates, please submit your cover letter and resume: DFC-ED.Search@outlook.com