

## **CLUBHOUSE MANAGER – APACHE CLUBHOUSE POSITION PROFILE: DESERT MOUNTAIN CLUB SCOTTSDALE, AZ**

### **CLUBHOUSE MANAGER – APACHE CLUBHOUSE AT DESERT MOUNTAIN CLUB**

Desert Mountain Club, recognized as one of the world's premier private residential communities, offers an extraordinary opportunity for an accomplished hospitality professional to serve as Clubhouse Manager of the Apache Clubhouse.

Home to seven architecturally distinct clubhouses and an unparalleled array of amenities, Desert Mountain sets the standard for luxury club living. The Apache Clubhouse, known for its rustic elegance, vibrant dining, and strong sense of community, now seeks a leader who will bring passion, creativity, and operational excellence to this iconic setting. The ideal candidate will be a hands-on, visible, and engaging leader with deep expertise in fine dining and food and beverage operations. Energetic and creative, this individual will demonstrate strong communication and organizational skills, along with meticulous attention to detail. A proven ability to cultivate and deliver a consistent world-class service culture is essential. Equally important is the capacity to coach, inspire, and develop team members while setting clear performance standards and accountability measures that drive excellence throughout the operation.

[Click here to watch a brief video about this opportunity.](#)

### **ABOUT DESERT MOUNTAIN CLUB**

8,000 acres of pristine beauty on this breathtaking expanse of high Sonoran Desert provides the canvas for a storied community that is Desert Mountain with a lifestyle like no other. Desert Mountain's commitment to excellence is evident throughout the community, from the guard-gated entryways to the exceptional amenities and service throughout The Desert Mountain Club/Community.

Named a Platinum Club of America consecutively since 2000 by Club Leaders Forum and ranked #1 in the state of Arizona and among the top 10 private clubs in the country, Desert Mountain is the only private club in the world with a collection of six private Jack Nicklaus Signature Golf Courses, as well as a distinct par 54 championship course, No. 7. The Jim Flick Golf Performance Center features the most advanced technology in the industry today. Members can enjoy the exquisite cuisine in their ten restaurants and grills in seven opulent clubhouses for an unsurpassed dining experience. The Club is financially sound and will complete \$150M in exciting facility improvements over the next 10 years.

The Apache Clubhouse combines the timeless character of a traditional adobe fort with the rustic elegance of a Grand Canyon lodge. Inside, it showcases an extensive collection of Native American art in a gallery-like setting. Members and guests can also enjoy an upscale golf boutique, offering apparel and accessories from a curated selection of premier brands to elevate both style and performance.

Specializing in premium steaks and fresh seafood, the warm, rustic Apache restaurant offers the perfect setting for an exquisitely prepared meal or after-round cocktails with exclusive views of Apache Peak Village. The adjoining piano bar and lounge, one of our Members' favorite gathering spots, enhances the experience with live entertainment each evening in a relaxed, welcoming ambiance.

Adding to the richness of the community, Desert Mountain has created a series of exclusive member events, ranging from special themed evenings of food and wine to culturally rich experiences, including music and art. To assist members with everything Scottsdale, Phoenix, and the Desert Southwest have to offer, the Member Services department is modeled after the finest concierge services found in five-star hotels throughout the world.

One of the most notable enhancements to Desert Mountain is the recent partnership with HonorHealth to deliver top-rated healthcare within the community gates.

Desert Mountain is family-friendly with a full calendar of children's activities, including junior golf and tennis, saltwater lap and resort-style pools, volleyball courts, a basketball court, hiking, and biking trails, and a Youth Activity Center.

### **DESERT MOUNTAIN CLUB BY THE NUMBERS**

- Approximately 2,300 members (2050 is the target for golf members)
- Club Gross Revenue Approximately: \$107.84M
- Club Initiation Fee: \$225,000,
- Annual Dues for Family: \$28,250
- Club Website provider: Club Essentials
- Total number of board members: 9; each serving 3-year terms
- Average Member Age: 61
- Annual Food and Beverage Revenue (Apache Clubhouse): \$2.5M; \$17M overall F&B.

**DESERT MOUNTAIN CLUB WEBSITE:** [www.desertmountain.com](http://www.desertmountain.com)

### **CLUBHOUSE MANAGER – APACHE CLUBHOUSE – POSITION OVERVIEW**

The Clubhouse Manager of the Apache Clubhouse reports to the Director of Operations and is responsible for leading, inspiring, and supervising all personnel of the Apache Clubhouse. They operate and maintain all amenities, facilities, and activities in a “world-class” fashion and in accordance with the Desert Mountain mission statement, core values, and policies and procedures.

### **INITIAL PRIORITIES OF THE NEW CLUBHOUSE MANAGER – APACHE CLUBHOUSE**

- Observe, listen, ask questions, and learn about the culture and history of Desert Mountain Club. Build trust with leadership, staff, and members. Get to know and understand the DMC operation.
- Maintain a highly visible presence and engage in all activities in the facility and foster a caring, trusted rapport with all members.
- Prioritize member name recognition and encourage all team members to personalize all services required.
- Develop and manage the annual budget for the Apache Clubhouse.
- Participate in the production of monthly financial reports. Supervise inventory management, cost control, payroll, and revenue streams for the Apache Clubhouse.
- Coordinate and prepare all annual calendar events at Apache Clubhouse.
- Oversee the staffing, scheduling, and development of 30- 50 team members including 1 Assistant Clubhouse Manager, 2 Food and Beverage Supervisors, front of the house service staff (dining and on-course comfort station attendants), and valet attendants.
- Work with the Clubhouse Operations team to exceed expectations.
- Supervise repairs and maintenance of all equipment at the Apache Clubhouse.
- Enforce all the club rules and regulations governing the use of the Apache Clubhouse.
- Evaluate and assess standard operating procedures, staffing levels, training, programs, and activities.
- Actively monitor all member services to ensure standards of operation constantly meet or exceed the presently established guidelines. Meet with members and follow up with all member issues and suggestions.
- Host agenda-driven all staff meetings, one-on-one leadership meetings, and weekly leadership meetings to ensure continuity, a shared vision, and communication.
- Foster a high level of teamwork, communication, and respect amongst all staff.

### **CANDIDATE QUALIFICATIONS**

- Expertise and knowledge of service and food and beverage operations, including fine dining and event programming.
- Professional, self-motivated, and high-energy leader who embodies the Desert Mountain Club culture.
- Possesses a naturally high degree of Emotional Intelligence along with positive self-awareness and social adeptness.
- Being respectfully confident and “connected” to the membership and team is critical, as is the ability to work with

leadership to deliver a cohesive and inviting club culture and environment.

- Possess exceptional advanced planning skills, attention to detail, time management, communication, and organizational skills. Ability to organize and complete work in accordance with established timelines.
- Ability to work well under pressure, handling high-volume activities based on business demands.
- Have a passion for providing high-quality Member service and a commitment to exceeding expectations.
- Ability to proactively lead a team with a transparent and uplifting, inspirational style.
- Possesses excellent listening, verbal, and exceptional written communication skills to interact professionally with a diverse group of executives, managers, and team members.
- Solid understanding of computers and software programs including POS, Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Motivated by learning with a desire and passion to lead at a high level.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- A bachelor's degree is preferred with a focus on Hospitality Management.
- Substantial private club or hospitality experience will be considered in lieu of the degree.
- Active participation in CMAA is required and encouraged.

## **EMPLOYMENT ELIGIBILITY VERIFICATION**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

## **SALARY AND BENEFITS**

Salary is open and commensurate with qualifications and experience. The club offers an excellent bonus and benefits package including CMAA membership.

## **INSTRUCTIONS ON HOW TO APPLY**

Please upload your resume and cover letter in the order listed using the link below. When prompted for them during the online application process, you should have your documents fully prepared to attach. Please be sure your image is not on your resume or cover letter; it should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Mr. Gregg Leonard CCM, Director of Club Operations**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Desert Mountain Club and the Scottsdale, AZ area will benefit you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible, but no later than Monday, September 15, 2025. Candidate selections will occur in late September, with the first Interviews expected in early October and the second interviews a short time later. The new candidate should assume his/her role by the end of 2025.**

**IMPORTANT:** Save your resume and letter in the following manner:

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter - Desert Mountain"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Alice Stevens: [alice@kkandw.com](mailto:alice@kkandw.com)

## **Lead Search Executive:**

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