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CLUBHOUSE MANAGER PROFILE: GULF STREAM BATH AND TENNIS CLUB GULF STREAM, FL

CLUBHOUSE MANAGER OPPORTUNITY AT GULF STREAM BATH AND TENNIS CLUB

An exciting opportunity exists for candidates with a successful track record of leadership and high-quality food and beverage/events operations management in private clubs or high-end establishments in the hospitality industry. We are conducting the Clubhouse Manager (CHM) search for an oceanfront club rich in tradition located in the quaint seasonal village of Gulf Stream, FL. The successful candidate will be an integral part of a high-performing team that delivers highly personalized experiences to an appreciative membership.

The Club is highly seasonal, with the significant “high season” running from November through Mother’s Day. A significantly reduced schedule occurs in the summer months when most capital projects are also accomplished.

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

GULF STREAM BATH AND TENNIS CLUB

The Gulf Stream Bath and Tennis Club in Gulf Stream, Florida, offers a unique blend of luxury, recreation, and tradition in a stunning oceanfront setting. Its highlights include ocean-view dining at the Main Dining Room and Ocean Grill & Terrace, cocktails at the Loggerhead Lounge, and a variety of water sports such as paddleboarding, kayaking, Hobie Cat sailing, snorkeling, and surf lessons. The Club also has five Har-Tru tennis courts with private and group lessons, an annual Mixed Member-Guest tournament, and a fully equipped fitness center featuring Peloton bikes, treadmills, and strength-training equipment. Members enjoy vibrant social activities, including bridge, canasta, and backgammon tournaments, along with themed parties and casual gatherings.

Founded in 1935 by Mrs. Howard Phipps as a community center for local families, the Club later played a patriotic role during World War II, hosting events for U.S.O. trainees from the nearby Boca Raton Air Force Base. In 1952, a group of winter residents bought the property as a non-profit syndicate to turn it into a private club. Since then, the Club has seen major updates, including the construction of a new clubhouse in 1990 and a complete remodel in 2017, which brought in a more efficient layout, improved dining areas, and the addition of the Green House Activity and Fitness Center.

The Club continues to provide a well-rounded experience with swimming, tennis, fitness, beach activities, and a lively calendar of social events. With water aerobics classes, junior tennis camps, and private swim lessons, members of all ages find ways to stay active and engaged. The Gulf Stream Bath and Tennis Club remains a treasured destination where tradition blends with modern comfort in a relaxed, coastal setting.

GULF STREAM BATH AND TENNIS CLUB BY THE NUMBERS

- Approximately 500 members – all categories
- \$90K Initiation fee
- \$8,900 Annual dues for a full member
- Capital Dues - \$500 annually
- \$6.75M Approximate Gross revenues from all sources
- \$3.9M Approximate Dues volume
- \$2.5M Approximate F&B volume
- Gross annual payroll (labor only) is approximately \$4M
- Approximately 50 Employees (FTE) in-season; 15 (FTE) off-season
- Average age of members is 70

- There are 15 Board Members, each serving three-year terms
- The Club uses ClubEssential for its POS and accounting system
- The Club is organized as a 501(c)(7), not for profit organization

GULF STREAM BATH AND TENNIS CLUB WEB SITE: www.gulfstreambt.com

CLUBHOUSE MANAGER JOB DESCRIPTION

- The CHM at Gulf Stream Bath and Tennis Club is ultimately responsible for all clubhouse operations; essentially being the “face” of these operations with a hands-on approach and an understanding that “on-the-floor” member and staff engagement is critical.
- The CHM provides quality leadership and contributes to the positive atmosphere of the club and associated operations.
- The CHM reports to the GM and leads the F&B, front desk/reception, facility and maintenance, housekeeping, and locker room staff.
- The CHM is the primary planner, coordinator, and oversight lead for Club events and programming, working closely with committees and key staff who contribute to those events’ success.
- The CHM coordinates with other key department heads, primarily regarding cooperative efforts surrounding the planning, scheduling, special events, and implementation of club functions, racquets, aquatics, and other sports activities, and banquets/events.
- The CHM interacts positively, professionally, poised, and politely with all team members, vendors, and the community to promote a team effort.
- The CHM seeks out new and innovative ways to meet and respond to the needs and demands of the membership's ever-changing and diverse age groups. He or she displays strategic thinking, excellence, passion, advanced forethought, and follow-through.
- The CHM must “lead by example” within the clubhouse while maintaining a very upbeat, “can do” and “get it done” attitude toward members, services, programs, and initiatives.
- The CHM assures the smooth, efficient daily function of the clubhouse operations to provide its members and their guests with the experience and services for which Gulf Stream Bath and Tennis Club is well known. The focus is to provide an enjoyable, high-quality, first-class environment in an efficient manner.
- The CHM ensures that Gulf Stream Bath and Tennis Club members enjoy outstanding food and beverage operations by providing appealing, appropriately priced menu offerings and featuring respectful, efficient, and exemplary service. Food and beverage operations are a primary focus of the CHM.
- The CHM addresses and resolves member concerns and suggestions, general service, employee attitude, maintenance, and the cosmetic appearance of the facilities throughout the clubhouse.
- The CHM coordinates with the GM, as appropriate, on clubhouse staff compensation, benefits, performance appraisals, disciplinary actions, and other significant personnel actions, including keeping the GM informed of significant changes before they occur.
- The CHM clearly understands and values the importance of staff recruitment, retention, and overall commitment to quality as core drivers of Gulf Stream Bath and Tennis Club’s success. He/she is the club's primary recruitment arm regarding H2B staff recruitment, training, and coordination.
- The CHM assists in preparing the clubhouse operating budget and, after GM approval, manages and controls the operations to attain desired results.
- The CHM ensures that appropriate controls and cost-effective procedures related to employee payroll, purchases, inventories, supplies, and other necessary expenditures are in place.
- The CHM keeps the GM informed of all significant or potentially significant operating matters, problem areas, achievements, and other matters of importance.
- The CHM is responsible for the general care, maintenance, and upkeep of the physical plant and facilities.
- The CHM delegates appropriate responsibility to department heads, yet remains responsible for clubhouse operations—giving credit to the team and taking responsibility for any shortcomings.

SUCCESS PRIORITIES

- Focus on getting to know staff, their capabilities and routines, while at the same time meeting and building relationships with Members. Building trust and confidence early on is critical. Many of the senior staff members have been with the Club for years; learn from them, they can teach and provide strong support and encouragement.
- Immerse yourself in understanding the flow of operations, events, and service routines, and offer input and suggestions as appropriate.
- Spend time understanding the budget and operational metrics for success.

CANDIDATE QUALIFICATIONS

The successful candidate:

- Has at least five years of management experience in a similar high-end club or like environment.
- Has a fundamental understanding of what constitutes a “premier Club experience,” and the proven ability to execute to that level.
- Displays a working knowledge of financial acumen, HR policies and regulations, food and beverage, and the club industry.
- Is skilled in hiring, supervising, managing, mentoring, and developing high-achieving employees. Perpetual training and coaching are essential.
- Possesses a good sense of humor and an ability to have fun. Critically important is a strong EQ, self-awareness, and a “likeability” factor, clearly present in dealings with both members and staff.
- Is organized, predictable, consistent, and detail-oriented, with the ability to multitask and prioritize competing or conflicting projects.
- Has a patient, professional demeanor with superior verbal and written communication skills.
- Has a verifiable track record of successfully leading and growing dynamic clubhouse operations, including building revenues, controlling costs, and meeting or exceeding planned and budgeted bottom-line goals and objectives in food and beverage operations.
- Proficient with Microsoft Office Suite, calendar software, spreadsheets, report preparation, and membership database management. Familiarity with social media as a business tool is desired.
- Must have extensive knowledge of all areas of clubhouse operations and a strong F&B background, including wine.
- Has strong organizational and time management skills; identifies the details necessary to consistently achieve high levels of quality, satisfaction, and outstanding member experiences.
- Possesses strong communication and facilitation skills, both written and verbal, along with the appropriate personal presence, and a desire and ability to interact effectively with diverse groups such as members, board members, committees, staff, vendors, and others involved with the Gulf Stream Bath and Tennis Club.
- Is confident in his or her abilities yet humble in his or her interactions.
- Aspires to progress to a GM role with a continuous desire to improve himself or herself.

EMPLOYMENT ELIGIBILITY VERIFICATION

In compliance with federal law, all hired employees must verify their identity and eligibility to work in the United States and 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 association 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 the **Gulf Stream Bath and Tennis Club search committee and Mr. Michael Territo, GM/COO**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why GSB&TC and the Gulf Stream 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 October 15, 2025. Candidate selections will occur shortly after review, with a desired start as soon as possible after providing appropriate notice.

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

“Last Name, First Name Resume” &

“Last Name, First Name - Cover Letter – GSBT”

(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 Patty Sprankle: patty@kkandw.com

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