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CLUBHOUSE MANAGER PROFILE: WEXFORD HOA HILTON HEAD ISLAND, SC

CLUBHOUSE MANAGER OPPORTUNITY AT WEXFORD HOA

Wexford is an exclusive private residential community located on beautiful Hilton Head Island, South Carolina, known for its world-class amenities, vibrant social environment, and active membership. The community is currently in the midst of an exciting transformation, with a new Clubhouse and Harbour Center under construction, both designed to elevate the member experience and further enhance Wexford's reputation as one of the region's premier private communities.

The Clubhouse Manager will play an integral role in the successful opening and ongoing operation of these new facilities, leading the day-to-day clubhouse, dining, and event operations with a commitment to service excellence, team development, and member satisfaction. This highly visible, hands-on leader will collaborate closely with the General Manager and department heads to ensure a seamless pre-opening process and smooth transition into full operation. The ideal candidate will bring a proven record of leadership in luxury hospitality or private clubs, with previous opening experience considered a strong asset. A passion for creating memorable member experiences, developing engaged teams, and upholding Wexford's standards of warmth, quality, and professionalism will be essential for success in this key leadership role.

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

ABOUT WEXFORD HOA

Wexford is a premier, private waterfront residential community offering an unmatched lifestyle of elegance and leisure. Founded in 1983 and nestled on Hilton Head Island in the heart of South Carolina's Lowcountry, Wexford combines the charm of coastal living with world-class amenities. Its hallmark feature, the stunning inland harbour, sets it apart as a seafarer's paradise, providing direct access to Broad Creek and the Intracoastal Waterway, with secure passage to destinations from Maine to the Caribbean.

The harbour, with 280 boat slips, forms the centerpiece of this remarkable community. Of these, 138 slips are privately located behind members' homes, while the remaining are conveniently positioned behind the Clubhouse for exclusive resident use. Wexford's private lock system ensures both safety and accessibility, offering residents the rare privilege of a controlled, navigable waterway within a gated community, an amenity that rivals the finest yacht and country clubs in the nation.

Wexford's extensive recreational facilities cater to a vibrant and active lifestyle. The 18-hole Arnold Palmer Golf Course offers views across the property and is enjoyed by members. The Tennis and Pickleball Center features six Har-Tru clay courts and four lighted pickleball courts, complemented by a well-appointed clubroom and inviting viewing decks. The beautifully designed Pool Complex provides year-round enjoyment with temperature control and resort-style service, while the Clubhouse overlooking the picturesque harbour serves as a social hub where members gather for elegant dining, camaraderie, and special events. The Club's culinary team delights members with locally sourced, seasonal menus and an extensive wine selection, creating memorable dining experiences in a refined setting.

Beyond its impressive amenities, Wexford thrives on a strong sense of community and connection. Residents ranging from young families to retirees share in a lifestyle defined by hospitality, friendship, and shared experiences.

WEXFORD HOA WEBSITE: www.wexfordhiltonhead.com

WEXFORD HOA BY THE NUMBERS:

- 460 Community Members
- 65 Average Member Age
- \$70,000 Initiation Fee
- Annual Dues Approximately \$18.8k | \$3,200 Capital
- Annual Gross Volume Approximately \$3.3M
- Annual Food & Beverage Volume Approximately \$1.5M
- 80% a la carte | 20% catering
- Food Cost 35% Banquets | 60% a la carte
- POS Software: Clubessentials
- 83 Employees Approximately
- Gross Payroll Approximately \$7.7M
- 9 Board Members Serving 3-year Terms
- Currently undergoing a \$12M Clubhouse & Harbour Center Renovation

KEY RESPONSIBILITIES

The Clubhouse Manager is responsible for delivering exceptional service and memorable experiences to Wexford's members and their guests. This position oversees the daily operations of Food and Beverage, Pool, and Clubhouse services, including the maintenance and presentation of these key areas. A central focus of the role will be the successful opening and continued excellence of the new Clubhouse and Harbour Center, ensuring that all dining and service experiences reflect Wexford's elevated standards.

LEADERSHIP:

- Offer effective leadership and direction for managers and staff in the Clubhouse
- Establish and maintain respectful rapport with all managers and department heads.
- Work harmoniously with the Executive Chef and kitchen management.
- Be a positive and enthusiastic motivator for all clubhouse personnel, coaching and mentoring the clubhouse leadership and team.
- Be a collaborative team player who is willing to be "hands-on" when necessary but understands when to step back and lead the team.
- Ensure the team clearly understands performance expectations and that assigned tasks are reasonable, well-conceived, and appropriately conveyed. Provide resources necessary to allow employees to perform their jobs effectively and be fair and firm in adherence to club policy and procedure.
- Recommend, monitor, and manage policies, operating procedures, and staffing for all areas; recognize the needs and consistently perform high levels of service in each of these operating areas.

OPERATIONS AND MEMBERSHIP:

- Take personal ownership of his or her area of responsibility and understand the need to be consistently "member ready" in both appearance and service.
- Helps develop wine lists and wine sales promotion programs.
- Establishes, updates, and maintains all written standards and procedures for the department as needed.
- Clearly understand the logistics of banquet operations amidst other food and beverage offerings and develop and utilize systems for consistency and quality in all banquet events.
- Working in coordination with other leaders to ensure consistent standards result in member satisfaction.
- Have a strong, highly visible, and respectful presence with the membership, be an exceptional communicator, have adroit interpersonal skills, and have the maturity to instinctively know how to treat members and guests with a high level of service.
- Oversee all banquets and social functions, including member and member-sponsored events.
- Hold weekly staff meetings with direct reports to keep them informed of necessary and relevant activities and expectations at the Club. Assist in planning and be responsible for ensuring special club events are well-conceived and executed.
- Ensure adherence to, and compliance with, all health, safety, liquor consumption, and all other food and beverage regulations. Keep current on all matters of the food and beverage industry.

HUMAN RESOURCE MANAGEMENT:

- Have a passion and aptitude for teaching and training all clubhouse service personnel, working, as necessary, with the staff directly responsible for operations.
- Be a focused and consistent evaluator of personnel, ensuring that standards of conduct and delivery are met; this includes oversight of high standards of appearance, hospitality, service, and cleanliness of the clubhouse facilities.
- Establish and consistently enhance operating standards for personnel in areas of responsibility and consistently evaluate knowledge, understanding, and execution of these high standards.
- Conduct and/or oversee training programs for clubhouse service personnel on various issues, including service techniques, knowledge of menu items and daily specials, sanitation, team building, and conflict resolution; regularly test and evaluate knowledge and understanding of these expectations.
- Ensure that an effective orientation and onboarding program exists in all areas of responsibility, along with consistent professional development and training.

FINANCIAL:

- Coordinates with the Accounting Office and other clubhouse managers to keep appropriate par levels, keep an organized system for inventory.
- Plans and implements the clubhouse and front of house food and beverage budget.
- Clearly understand the metrics for the successful attainment of financial goals and objectives in F&B and clubhouse operations.
- Consistently monitor payroll and labor resource allocations to ensure they are in line with financial forecasting and goals.
- Oversee data management, including dining reservations, covers and average check, menu mix, menu engineering, P&L, and Membership satisfaction.
- Have a strong sense of urgency and responsiveness, while maintaining the quality and integrity of the department's business plan.

CANDIDATE QUALIFICATIONS

- 10 years of experience in hands-on Food & Beverage management positions with previous experience in opening new restaurants, hotels, or hospitality operations.
- Proven food and beverage management experience in a multi-outlet restaurant/hospitality venue with strong standards and systems.
- Demonstrate exceptional interpersonal skills, polished professional personal appearance, be well spoken, self-motivated, and a self-starter.
- Ability to manage and inspire personnel with a passion for training team members
- Flexible, patient, and adaptable management style
- Excellent communication and leadership skills
- Substantial private club or hospitality industry experience with management and supervisory experience and progressive professional advancement.

EDUCATIONAL AND CERTIFICATION QUALIFICATIONS

- Bachelor's degree (B.A.) in Hospitality Management or related field is desired

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

The salary is open and commensurate with qualifications and experience. The Club offers an excellent bonus and benefits package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your resume and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your resume or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Michele Scott CHAE, General Manager, Wexford HOA.** Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why WHOA and the Hilton Head, SC 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 Wednesday, November 12th of 2025. Candidate selections will occur mid-November, with the first Interviews expected in early December and the second interviews a short time later. The successful candidate should assume his/her role in mid-January 2026.

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - Wexford”

(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 Bethany Taylor: bethany@kkandw.com

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