



## about the club

The Country Club of Virginia (“CCV”) is a world-renowned country club and one of America’s oldest and finest private, member-owned clubs located in **Richmond, Virginia**. The Club has consistently ranked among the nation’s top clubs by the Club Leaders Forum and is currently ranked the **7th Platinum Club of America**.

The Club features two campuses: the traditional full-service country club offered at Westhampton, with a historic clubhouse built in 1908, and the golf-centric clubhouse offered at James River. CCV offers 54 holes of golf, comprising 18 holes at Westhampton and 36 holes at James River.

**Westhampton Campus** amenities include a clubhouse (70,000 sq. ft.); a Fitness/Racquet Sports Complex (100,000 sq. ft); a four-acre resort-style Aquatics Complex featuring five pools; platform tennis, squash, and indoor and outdoor tennis and pickleball courts; event lawns; youth activity areas; a Fitness Center, group exercise and Pilates studios, and a spa.

**The James River Clubhouse** (36,000 sq. ft.) has hosted the Dominion Energy Charity Classic, part of the PGA TOUR Champions Charles Schwab Playoffs, for the past decade. Following a recent \$9 million renovation, the Clubhouse debuted Tally at the River, a new dining concept that further enhances members’ culinary experiences. The campus also features a Men’s Lounge, Golf Performance Center, and locker rooms that support two championship golf courses. Additional amenities include a boat landing on the James River with storage for boats, paddleboards, and kayaks, as well as two distinctive outdoor event venues: the Red Brick Barn and the Farmhouse.



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The Country Club of Virginia is open daily year-round. It offers five notable restaurant facilities – Ollie’s, The Grill, Cool Springs Cafe, and the Poolside Cafe at Westhampton, as well as **Tally at the River** in the James River Clubhouse – along with several snack bars. The Poolside Café operates from Memorial Day to Labor Day. The Club opened the Cool Springs Cafe as a fast-casual dining concept as part of its \$19.6 million expansion of the Fitness and Racquet Sports facility in the summer of 2018.

The Westhampton Clubhouse is one of Richmond’s most highly regarded event venues, with its two large ballrooms hosting many events that serve as the centerpiece to the social fabric of the Club’s 8,000+ members. CCV’s banquet revenues exceed \$4 million, averaging 32 weddings a year. Holiday covers in excess of 1,000 are not uncommon. F&B accounts for \$11.7 million of total revenues, with 41% of revenue from private and member events.



## the position

The Director of Banquets is an integral member of the F&B Management team responsible for the execution of around 1,800 private and member events annually. The Director will collaborate with the Special Events Office Team and manage a team of 5 direct reports with approximately 33 FTE staff, to deliver exceptional and memorable events for all.

# leadership function

## ENSURE ATTENTION TO DETAIL IN ALL EVENTS

Continue to pursue excellence and maintain high-quality service levels for private and member events. Deliver a world-class member experience.

## LEAD WITH EXCELLENCE

Ensure team members have all the necessary tools to succeed at every event. Monitor staff performance and appearance, and set an example of high standards for the team. Ensure proper event coverage by means of hiring, staffing, training, and motivating a great team.

## ALONG WITH THE TEAM, CRAFT AN UNFORGETTABLE EXPERIENCE

Work closely with the Special Events Office Team to design room layouts and communicate all event information to the Banquets Team. Ensure that quality standards are attained, including the physical appearance of all event spaces and work areas. Collaborate with the Banquet Chef de Cuisine to ensure accurate food service execution and timely delivery of meals. Maintain a spotless, safe environment with top-tier, platinum-level service.

## ENGAGE & CONTRIBUTE

Actively participate in weekly meetings, training sessions, and club-wide initiatives. Take on additional responsibilities as needed to drive the club's success.



# the ideal candidate

The ideal candidate will have over five years of experience in the hospitality industry, including a managerial role overseeing managers in an upscale banquet setting. Experience in private clubs is preferred, though candidates from luxury hotels, resorts, or high-end hospitality settings are also welcome. A stable career with significant achievements and a proven track record in building, training, and leading cohesive, service-focused teams is essential.



## job requirements

### EXCEPTIONAL SERVICE & COMMUNICATION

A pro at delivering outstanding event experiences and connecting with everyone from guests to team members.

### OPERATIONAL MASTERY

Expertise in delivering consistently high-level events is unmatched.

### DYNAMIC LEADERSHIP

An engaging, energetic, enthusiastic approach that supports a capable banquets team.

### PASSIONATE EXPERT

A love for hospitality, food, wine, and guest experiences that runs deep.

### DETAIL-ORIENTED & ORGANIZED

A sharp eye for detail, exceptional organizational skills, and the ability to hold oneself and others accountable.

### TECH & ANALYTICAL SAVVY

Proficient in Microsoft Office, Internet applications, and Club POS software, with project management and analytical skills.



The Country Club of Virginia is recognized as a Top Workplace Richmond and a Top Workplace USA.



CCV is currently ranked as the No. 7 Platinum Club of America and No. 53 Platinum Club of the World by the Club Leaders Forum.





## dining outlets

**OLLIE'S** - an upscale informal dining area with 70-110 seat capacity serving dinner Tuesday - Saturday.

**THE GRILL AND GRILL TERRACE** - casual full-service dining area with 125-250 seat capacity serving dinner Tuesday - Sunday.

**TALLY AT THE RIVER** - open casual, bar-centric, with 135 seat capacity serving lunch & dinner Tuesday - Sunday

**COOL SPRINGS CAFE** - a fast-casual dining area serving quick service breakfast, lunch, and dinner seven days per week.

**POOLSIDE CAFÉ** - lunch and dinner seven days per week in season, Memorial Day through Labor Day.

**SNACK BARS (3)** - counter service serving breakfast, lunch, and dinner Mon - Sun (1) or Tues - Sun (2)

**PRIVATE PARTIES/MEMBER EVENTS** - Two beautiful clubhouses with event spaces of various sizes within their 12 event rooms. The Club can accommodate up to 600 guests for a seated event and over 1,000 for a standing event.

**“An evolution to excellence through continuous improvement.”**



## apply for this position

Interested candidates should complete the online candidate profile form and submit a compelling cover letter and resume for consideration to DENEHY Club Thinking Partners at <http://denehyctp.com/apply-for-a-position/>.

If you have any questions or to recommend a candidate, please contact CTP Karen Alexander at 203.319.8228 or by email [karen@denehyctp.com](mailto:karen@denehyctp.com).