

CLUBHOUSE MANAGER PROFILE: VERO BEACH COUNTRY CLUB VERO BEACH, FL

CLUBHOUSE MANAGER OPPORTUNITY AT VERO BEACH COUNTRY CLUB

Vero Beach Country Club, located in Vero Beach, Florida, is seeking a creative, hands-on hospitality leader with exceptional people skills to serve as Clubhouse Manager. The ideal candidate will demonstrate the ability to identify talent, successfully onboard and mentor team members, and foster a collaborative, service-driven clubhouse culture.

This individual will possess a strong understanding of how technology is utilized within private clubs, including effective use of social media to enhance member engagement and communication. The Club is looking for a hospitality professional with a solid background in food and beverage operations who can develop and execute engaging social programs and events that continuously elevate the member experience. Experience in private club food and beverage operations is preferred, along with a proven track record in inventory control and strong financial acumen to identify opportunities for cost control and operational efficiencies.

The Clubhouse Manager will work closely with the General Manager/COO and provide leadership across food and beverage operations and clubhouse amenities, contributing to budgeting, forecasting, problem-solving, and the identification of new opportunities at the Club.

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

ABOUT VERO BEACH COUNTRY CLUB

Vero Beach Country Club offers a true four-season club experience rooted in Old Florida charm and a warm, welcoming spirit. Located in the heart of Vero Beach, the Club is known for its close-knit community atmosphere, where generations of families and longtime friends gather to enjoy life's simple moments. Members appreciate the blend of long-standing tradition and contemporary amenities in a setting that feels both elegant and comfortably familiar.

At the heart of club life is the Club's beautifully maintained 18-hole golf course, set among graceful oak trees, sparkling waterways, and expansive greens. Designed to engage golfers of all abilities, the course features five tee positions and a thoughtful mix of strategic challenges that create an enjoyable and memorable playing experience. A full calendar of member tournaments, golf groups, and year-round events encourages active and spirited play. The full-service Pro Shop provides an excellent selection of apparel and equipment, supported by attentive and knowledgeable staff.

Dining at Vero Beach Country Club reflects the Club's relaxed yet refined style. Members enjoy a variety of inviting venues, from formal events in the Main Dining Room to the casual, scenic Mixed Grill. Additional gathering places such as the Club Room, the lively Pub, an outdoor Patio, and the poolside Breezeway Bar and Grill provide warm and comfortable spaces for meals, cocktails, and conversation. The Halfway Café, located on the course, offers convenient options for quick bites during a round of golf.

Beyond golf and dining, the Club enriches the member experience with a vibrant social calendar featuring special events, themed gatherings, and opportunities for private celebrations.

VERO BEACH COUNTRY CLUB BY THE NUMBERS

- Members: Approximately 600
- Initiation Fee: \$55,000
- Annual Dues: \$11,124
- Annual Dues Volume: Approximately \$5.0M

- Gross Payroll: Approximately \$4.6M
- Gross Volume: Approximately \$8.6M
- Food and beverage operations revenues are approximately \$2.2M
- Employees: 80 FTE / 20 seasonal
- 11 Board members, each serving three-year terms
- The Club uses Jonas
- The Club is organized as a 501(c)(7)
- The average age is approximately 68 years

VERO BEACH COUNTRY CLUB WEBSITE: www.vbcountryclub.com

CLUBHOUSE MANAGER – POSITION OVERVIEW

Vero Beach Country Club has a tenured senior leadership team and desires to attract a verifiably high-performing, achievement-oriented, collaborative Clubhouse Manager (CHM).

The CHM position has shared responsibility for all day-to-day Club operations, and the Club continues to evolve to a stronger focus on the model of organizational leadership. Key to the new CHM's success is the intuitive sense to be "present" and to sincerely engage with every generation of members and their guests.

Being a natural mentor to the team is also critically important, as is being a strong advocate for the team's success. The CHM must be a proactive and assertive leader in the process of strategic planning, talent acquisition and retention, and membership activities/services programming, ensuring that each of these areas of focus considers current and future membership input and demographics. Additionally, they must expect to work to exceed members' expectations and recognize trends, evolving demographics, and what will help support the Club in the future. The new CHM should have a history of success and of recognizing, respecting, and supporting the contributions of key managers and staff, many of whom have been a part of Vero Beach Country Club for many years.

INITIAL PRIORITIES OF THE CLUBHOUSE MANAGER

A key requirement for this role is the ability to work proactively and collaboratively with the General Manager/COO, who will help keep the Clubhouse Manager focused on key goals and objectives that support the long-term success and well-being of Vero Beach Country Club. Exceptional communication skills, both written and verbal, are essential, along with the ability to listen actively, engage thoughtfully, build trust, and remain highly approachable with both members and staff. The successful candidate will demonstrate the following attributes, characteristics, and leadership style:

- Detail-oriented with the ability to recognize areas needing attention and possessing strong operational, systems, and facilities expertise
- An exceptional communicator who listens attentively and responds effectively to both members and staff
- Energetic and outgoing with strong problem-solving abilities and a positive, solution-oriented mindset
- Capable of serving as a strategic thought partner to the General Manager/COO and senior leadership team
- Knowledgeable and innovative in the use of technology to support club operations and member engagement
- Outgoing, professional, respectful, and diplomatic, becoming a trusted and approachable resource for resolving issues.
- Demonstrates the ability to attract, retain, and develop staff at all levels
- Understands the critical importance of effective onboarding, particularly for seasonal team members
- Takes time to observe, listen, ask questions, and learn the culture, heritage, and traditions of the Club, recognizing the importance of understanding its history and member expectations before implementing change
- Actively engages with members, builds genuine relationships, schedules meaningful interactions, and consistently follows up on details to build trust

CANDIDATE QUALIFICATIONS

- Being "front-facing" and involved in all operations, especially in member high usage areas/times, is important.

- Work closely with the Senior Leaders, Clubhouse, and F&B team to ensure that an appropriate foundation of success is in place in this department, both in the culinary and service execution sides of the operation. F&B operations are of utmost importance to the membership, and meeting a majority of members' expectations in this area is a critical success factor. Service and culinary standards and consistent delivery thereof are important focuses.
- Spend time with the team (staff in all areas of operations) getting to know them, their abilities, and aspirations, and further their already strong mutual respect and collaborative approach to supporting one another and the Club's overall mission.

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.
- Industry certifications such as CCM are encouraged but not required.

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 **Vero Beach Country Club General Manager/Mr. Timothy Straley, CCM.** Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why Vero Beach Country Club and the Vero Beach, FL 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 Friday, February 6, 2026. Candidate selections will occur mid-February, with the first Interviews expected at the end of February and the second interviews in early March. The successful candidate should assume their role in late April 2026.

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

"Last Name, First Name – Resume"

"Last Name, First Name – Cover Letter – "Vero Beach CC"

(These documents should be in Word or PDF format)

If you have any questions, please email Alice Stevens at alice@kkandw.com

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

Search Executive:

Michael G. Smith, CCM, CCE, ECM

Search Executive

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