

## ASSISTANT GENERAL MANAGER PROFILE: DEBORDIEU CLUB GEORGETOWN, SC

### ASSISTANT GENERAL MANAGER OPPORTUNITY AT DEBORDIEU CLUB

This newly created Assistant General Manager role is designed to help champion a culture of hospitality, operational excellence, and genuine connection throughout DeBordieu Club. Working in close partnership with the General Manager and departmental leaders, the Assistant General Manager will support the seamless execution of daily operations while fostering a team environment rooted in pride, accountability, and exceptional service.

The role oversees a large, multi-outlet food and beverage operation across an expansive property and requires a highly visible, hands-on leader who becomes a recognizable presence throughout the Club. Building meaningful relationships with the Membership, maintaining strong lines of communication, and upholding consistently high standards are central to the position. Exceptional organizational skills and thoughtful planning are essential, as this leader will help coordinate complex operations while continuously elevating the member experience.

For a hospitality professional seeking growth, this opportunity offers a meaningful pathway into senior leadership within the private club industry, an environment known for delivering the highest level of thoughtful, personalized service. At DeBordieu Club, the Assistant General Manager will gain invaluable experience in operations, leadership, and member engagement while contributing to one of Georgetown's most respected employers. It is a role that offers the chance to build lasting relationships with members and develop a strong professional network of colleagues, mentors, and friends within a vibrant and collaborative work community.

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

### ABOUT DEBORDIEU CLUB

DeBordieu Club is an exclusive, oceanfront private club located just north of historic Georgetown, South Carolina, set within a gated community surrounded by pristine wildlife preserves. Rich in Lowcountry character, the Club offers a refined yet relaxed coastal lifestyle where natural beauty, privacy, and tradition converge. With roots dating back more than two centuries, DeBordieu has long been cherished by generations of families who value its preserved landscapes, understated elegance, and strong sense of place.

At the heart of the community is an award-winning 18-hole championship golf course designed by Pete and P.B. Dye, complemented by an extensive racquet sports program featuring Har-Tru and hard tennis courts as well as pickleball. Members also enjoy a modern fitness center offering a wide range of classes, two resort-style pools—including an oceanfront pool—and direct access to miles of unspoiled beach. These amenities support an active, outdoor-oriented lifestyle that reflects the very best of coastal South Carolina living.

Dining at DeBordieu Club is a cornerstone of the member experience, with nine distinct food and beverage venues designed to suit every occasion. From casual beachfront dining and poolside gatherings to refined clubhouse meals and social events, the Club offers diverse culinary experiences with spectacular views of the ocean and marsh. Each venue provides a welcoming atmosphere that encourages connection, relaxation, and memorable moments shared among family and friends.

Beyond its amenities, DeBordieu Club is defined by its close-knit, multigenerational community and commitment to preserving both its heritage and natural environment. Thoughtful development over the past four decades has ensured the land's historic character remains intact, creating an enduring haven where members feel a true sense of belonging.

**DEBORDIEU CLUB WEBSITE: [www.debordieuclub.com](http://www.debordieuclub.com)**

**DEBORDIEU CLUB BY THE NUMBERS:**

- 849 Total Members
- 68 is the average age of Members
- \$91K Initiation Fee
- \$13,160K annual dues
- \$6.5M Total F&B Revenues
- 74.6 % à la carte, 25.4% banquets
- 3 Kitchens (Marsh Grille 1000 sq ft., Blue Heron 700 sq ft., & Beach Club 1000 sq ft.)
- 33.4% food cost
- 40 average weddings per year
- 20,500 annual rounds of golf
- 190 Employees (FTE) year-round/ 250 in peak season
- The Club is Closed Monday, September - May
- Northstar Point of Sale System implementation March/April 2026

**KEY RESPONSIBILITIES**

The Assistant General Manager plays a key role in supporting the General Manager and Club leadership in overseeing daily operations and ensuring consistent, high-quality Member and guest experiences. This position helps coordinate across multiple departments, supports service standards, budgeting, and communication, and contributes to the smooth execution of service, facilities, and overall Club operations. Success in this position requires strong organizational skills, adaptability, and a genuine desire to learn and grow within the private club industry, with increased responsibility and development opportunities emerging as the individual deepens their understanding of the Club's culture and operations.

**LEADERSHIP:**

- Offer effective leadership and direction for managers and staff in the Clubhouse.
- Establish and maintain respectful rapport with all managers and department heads.
- 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:**

- Assists department leaders with training, performance, and team development, fostering a positive and high-performing work environment.
- Assists the General Manager in developing and implementing long-range (strategic) and annual (business) plans, operating reports, forecasts, and budgets.
- Monitors safety conditions and employees' conformance with safety procedures; updates emergency plans and procedures and assures that effective training for these programs is conducted in all departments.
- Maintains contact with members and helps to assure maximum member satisfaction.
- Receives and resolves complaints from Club members, guests, and employees.
- Ability to function as the Club's General Manager during their absence.
- Knowledge of management requirements for housekeeping, engineering, maintenance, repair, and security functions at the Club.
- Must demonstrate appropriate analytical skills, attention to detail, organizational, and project management skills.

- Take personal ownership of his or her area of responsibility and understand the need to be consistently “member ready” in both appearance and service.
- Establishes, updates, and maintains all written standards and procedures for the department as needed.
- 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.
- 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:**

- In conjunction with the HR team, manage member relations, resolve concerns, support events, and ensure operational and regulatory compliance.
- Counsels with other managers and employees about employee grievances and complaints; directs problem correction where possible.
- 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:**

- Monitors the budget and directs corrective action procedures as necessary to help assure that budget goals are attained.
- Monitors internal cost control procedures.
- 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**

- 6 years or more of substantial private Club or hospitality industry experience with management and supervisory experience and progressive professional advancement.
- Extensive background in Food and Beverage operations preferred.
- 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.

## **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Bachelor's degree (B.A.) in Hospitality Management or related field is desired.
- Members of Club Managers Association of America (CMAA) and other professional associations.

## **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 **Amanda Lucas, General Manager, DeBordieu Club**, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why DeBordieu and the Georgetown, 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 Thursday, February 9th, 2026. Candidate selections will occur mid-February, with the first Interviews expected in early March and the second interviews a short time later. The successful candidate should assume his/her role in early April.**

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

“Last Name, First Name - Resume” &

“Last Name, First Name - Cover Letter - DeBordieu Club”

(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](mailto:bethany@kkandw.com)

### **Lead Search Executives:**

Annette Whittley  
Search Executive  
O: (833) KKW-HIRE, ext. 721  
M: (561) 827-1945  
[annette@kkandw.com](mailto:annette@kkandw.com)

Lawrence McFadden, CMC  
Search Executive  
O: (833) KKW-HIRE, ext. 715  
M: (239) 963-6888  
[lawrence@kkandw.com](mailto:lawrence@kkandw.com)