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CLUBHOUSE MANAGER PROFILE: BURLINGAME COUNTRY CLUB HILLSBOROUGH, CA

CLUBHOUSE MANAGER OPPORTUNITY AT BURLINGAME COUNTRY CLUB

Burlingame Country Club is seeking an engaging, polished, service-driven Clubhouse Manager with strong executive presence, gravitas, and a deep passion for food and beverage operations. The ideal candidate will take full ownership of the clubhouse and food and beverage experience, serving as a visible and respected leader throughout the Club while partnering closely with the General Manager and leadership team. This individual should possess exceptional attention to detail, a refined sense of hospitality, and the ability to consistently elevate service standards, member experiences, and operational execution in a professional and respectful manner.

Equally important is the ability to cultivate a culture centered on accountability, training, and continuous improvement. The successful candidate will be passionate about developing and mentoring team members, setting clear expectations, and leading by example while fostering a collaborative and high-performing environment. The Club seeks a forward-thinking hospitality professional who values tradition, embraces innovation thoughtfully, communicates with confidence and diplomacy, and demonstrates strong emotional intelligence, organizational skills, and financial acumen.

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

ABOUT BURLINGAME COUNTRY CLUB

In 1893, a group of sporting enthusiasts, Major J. L. Rathbone, William H. Crocker, William H. Howard, J.B. Casserly, Hall McAllister, and John Parrott led the effort to organize a country club with overnight accommodations for up to twenty or more persons with, “of course, the usual dining facilities.” Among the foremost of these leaders was William H. Crocker, the Club’s first Treasurer, whose residence estate, New Place, is the Club’s present Clubhouse.

Burlingame Country Club is located 20 miles south of San Francisco, near San Francisco International Airport, in a gracious, strictly residential community with one of the state's top school districts. Facilities include a magnificent, century-old villa-style clubhouse that offers overnight guest suites and rooms, multiple dining and private event outlets, an 18-hole golf course, five tennis courts, eight pickleball courts, a swimming pool, and associated pro shops and maintenance areas.

The Club’s original purpose was to provide the opportunity for members to participate in the popular sports of the day, such as polo, fishing, horse racing, riding, and driving. In the beginning, the emphasis was on the horse and all the sports, accessories, and activities involving the animal. The Club's current logo represents these early interests. As the decades passed, other sports and activities were added. Tennis, golf, and swimming are the current sporting activities of the membership.

The advantage of Burlingame Country Club, as its original members saw it in 1893, was the availability of a place and facilities to participate in sporting activities. However, the Club soon became the hub of social activity and was the site of many themed dinners, elegant black-tie balls, social-oriented annual golf tournaments, and other society events that continue to this day.

Today, Burlingame Country Club is recognized as one of the premier country clubs in the nation. The Club’s history, traditions, and unwavering commitment to providing the best in services, facilities, and amenities are upheld by a staff of over 140 hardworking and dedicated employees. The Club’s robust social calendar appeals to members of all ages, from lavish events and cocktail parties to cultural and speaker events, to bridge and dominoes.

Additionally, the Club offers families a variety of activities, but the most notable are the summer camps and year-round family programming. The Club has just completed a \$15M Clubhouse enhancement project (on time and on budget) with a significant golf course enhancement project and a large-scale casual dining project, both in the early planning phases.

BURLINGAME COUNTRY CLUB BY THE NUMBERS

- Members: 580
- Initiation Fee: \$180,000 – Full Member
- Annual Dues: \$21,600 – Full Member
- Gross Volume: Approximately \$16M
- Yearly Annual Dues Volume: Approximately \$10M
- Gross Payroll: Approximately \$9M
- Annual Rounds of Golf: Approximately 16,000, no tee times, no outings
- F&B Volume: Approximately \$2.5M (66% a la carte; 34% club events/catering), no sponsored events
- The Club is organized as a 501(c)(7)
- Employees: 140 FTE/PT
- 9 Board Members, 3-Year Terms
- Average age of Membership: 60
- Club's POS and Accounting System: Jonas

BURLINGAME COUNTRY CLUB WEBSITE: www.burlingamecc.org

CLUBHOUSE MANAGER – POSITION OVERVIEW

The Clubhouse Manager (CHM) at Burlingame Country Club is a critical leadership role responsible for overseeing Food and Beverage, Banquets and Events, Overnight Room Operations, Front Office, Aquatics, and Youth Activities. Reporting directly to the GM/ COO, the CHM is a visible, hands-on leader who plays a central role in delivering best-in-class experiences across multiple departments. In close partnership with the Executive Chef, this leader will serve as a creative force behind the Club's food and beverage program, helping shape exceptional dining experiences, member events, and innovative offerings that align with the Club's culture and expectations. The Clubhouse Manager will also work closely with and support the House and Wine Committees, ensuring strong communication, thoughtful follow-through, and alignment on clubhouse priorities, while maintaining full fiscal accountability for departmental budgets, performance, and financial results.

INITIAL PRIORITIES OF THE NEW CLUBHOUSE MANAGER

- Listen, learn, and observe while becoming immersed in the culture, history, traditions, and expectations of the Club and its membership.
- Build strong, trusting relationships with members, team members, and key department leaders through visible, approachable, and professional leadership.
- Take ownership of the clubhouse and food and beverage operations while continuing to polish and enhance overall service standards and member experiences.
- Partner closely and collaboratively with the Executive Chef to ensure alignment, consistency, creativity, and excellence throughout all food and beverage operations.
- Evaluate clubhouse operations, service standards, and organizational structure to identify opportunities for operational enhancements and improved efficiencies.
- Implement more structured and formalized training programs while continuing to develop, mentor, and inspire the clubhouse and catering teams.
- Establish, refine, and uphold clear SOPs and operational standards to drive consistency, accountability, and execution across all areas of responsibility.
- Continue to focus on delivering consistent, personalized, and exceptional hospitality experiences across all member touchpoints.
- Assess staffing structure, team alignment, and leadership development opportunities to strengthen the overall operation and position the team for long-term success.

- Become familiar with and take ownership of the clubhouse and food and beverage operating budgets, ensuring thoughtful financial stewardship while maintaining exceptional standards.

CANDIDATE QUALIFICATIONS

The ideal candidate will be a successful, highly visible, hands-on, hospitality professional at a club environment known for exceptional experiences or be viewed as a club management “up-and-coming superstar” in a top-tier club.

- Strong food and beverage foundation with a proven understanding of luxury hospitality operations, service standards, and member experience expectations within a private club.
- Demonstrated track record of success overseeing food and beverage operations, including service execution, team leadership, financial performance, and operational consistency.
- Well-rounded knowledge of dining operations, banquet and event execution, service training, and elevated member-facing hospitality standards.
- Wine knowledge and appreciation preferred, including an understanding of wine service, pairing, cellar management, and enhancing the overall dining experience.
- Proven ability to polish and elevate food and beverage programs while maintaining consistency, professionalism, and attention to detail.
- Experience implementing structured training programs, SOPs, and operational systems that improve service standards and team accountability.
- Strong executive presence, gravitas, and emotional intelligence with the ability to lead confidently and professionally in a member-centric environment.
- Collaborative leadership style with demonstrated success partnering effectively with Executive Chefs and cross-functional department leaders.
- Strong organizational, communication, and follow-through skills with the ability to manage multiple priorities in a fast-paced environment.
- Financial acumen and experience managing food and beverage and clubhouse operating budgets while serving as a thoughtful steward of Club resources.
- Technologically proficient with experience using systems to monitor, report, and improve service delivery

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.

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. Salary Range: \$165,000 - \$195,000.

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 **Mr. Jeff Hartigan, General Manager/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 Burlingame Country Club and the Hillsborough, CA 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 Saturday, June 20, 2026. Candidate selections will occur early July, with the first Interviews expected in July and the second interviews a short time later. The successful candidate should assume their role as soon as possible.

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

“Last Name, First Name - Resume” &

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

(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 Alice Stevens: alice@kkandw.com

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