

## Overview

Founded in 1919, Meadow Lark Country Club is one of Montana's premier private clubs, located along the scenic banks of the Missouri River in Great Falls. Known for its rich history and unmatched amenities, Meadow Lark Country Club offers championship golf, indoor and outdoor tennis courts, a full-service fitness center, swimming facilities, and two on-site restaurants.

Our golf course is meticulously maintained, lined with mature cottonwood trees, and has the three finishing holes, "the river run", along the Missouri River. The course is well known for its undulated and exceptional greens featuring natural slopes, terraces, false fronts, and subtle undulations that test golfers of every skill level. The stately clubhouse overlooking the Missouri River completes Meadow Lark Country Club as one of the very best private country clubs in Montana.

Whether you're enjoying a round of golf, relaxing poolside, or dining with friends, Meadow Lark Country Club delivers an elevated member experience rooted in tradition, community, and excellence. The Club is open year-round, providing members with access to indoor amenities such as state-of-the-art golf simulators, indoor tennis courts, and full-service dining. Meadow Lark also hosts a variety of family-friendly events and social activities throughout the year, making it a welcoming destination for all ages and interests.

Club amenities include:

Full practice facilities to include Range, Golf Simulator, Putting Green, Chipping & Bunker Green

Full Social & Golf Calendar of Member Events

Dining

Pickleball & Tennis (Indoor and outdoor)

Swimming Pool

Junior Programs for Golf, Tennis, Pickleball, and Swimming

Stately clubhouse which offers a full complement of food and beverage service

Reciprocity with a number of other Country Clubs around the state

We invite you to peruse our website [www.meadowlarkclub.com](http://www.meadowlarkclub.com) and learn more about why Meadow Lark Country Club has surpassed expectations for more than 100 years.



**Facility:** Private Non-Equity

**Course Access:** Private

**Number of Holes:** 18

**Total Annual Rounds:** 21,000

**Annual Revenue:** \$5.3 million

**Number of Carts:** 240 member owned carts and 25 Club leased carts for rental

**Members (Golf/Social):** 423 Full Golf and 170 Social

**Primary Golf Season:** April - end of October

**Caddie Program:** No

**Practice Range:** Yes

**Short Game Area:** Yes

**Number of Staff Managed:** 85 in winter months, 120 in summer months, 10 on management team

**Job Description:** General Manager

**Position Title:** General Manager

**Location:** Meadow Lark Country Club – Great Falls, Montana

**Reports To:** Board of Directors

**Employment Status:** Full Time, Exempt

**Base Salary:** \$135K-\$165K, depending upon experience

**Bonus Structure:** incentives up to agreed upon % of base salary, to be based on objective measures (e.g. SMART goals) set forth by Board of Directors

**Benefits Package:** Three weeks paid vacation per full calendar year, sick leave and personal leave in accordance with Club's policies as in effect from time to time, employee benefits in accordance with Club's policies as in effect from time to time including medical, hospitalization, and dental insurance for the GM, spouse, and eligible children, right to participate in the Club's Retirement Plan, use equivalent to a Country Club (family) membership of the Club's facilities by GM and family.

### **Position Overview**

Meadow Lark Country Club is a private country club dedicated to providing an exceptional golf, dining, recreation, and social experience for its members and guests. The club seeks a member focused, relationship driven General Manager to lead all aspects of club operations and steward Meadow Lark's culture, traditions, and long term success.

The General Manager serves as the chief operating executive of the club and is responsible for delivering an outstanding member experience, managing financial and operational performance, leading staff, and partnering closely with the Board of Directors to advance the club's strategic vision. The ideal candidate is highly visible, approachable, and deeply committed to service excellence and community connection.

### **Key Responsibilities**

#### **Member Experience & Club Culture**

- Serve as the face of Meadow Lark Country Club, fostering a welcoming, friendly, and respectful club environment.
- Build strong relationships with members through frequent interaction, open communication, and responsiveness.
- Address member feedback, concerns, and requests promptly, professionally, and thoughtfully.
- Preserve and strengthen the club's traditions while introducing thoughtful enhancements aligned with member expectations.

#### **Leadership & Staff Management**

- Lead, mentor, and support department heads across all club operations, including golf operations, racquets, food and beverage, clubhouse operations, accounting, facilities, and grounds.
- Promote a positive, service oriented culture rooted in teamwork, accountability, and professionalism.
- Recruit, train, evaluate, and retain high quality staff.
- Establish clear goals, performance standards, and professional development opportunities for all employees.

#### **Financial Management**

- Prepare, administer, and monitor the club's annual operating and capital budgets.
- Oversee all revenue and expense areas to ensure financial stability and sustainability.
- Implement sound financial controls, cost management practices, and revenue enhancement strategies.
- Provide accurate, timely financial and operational reports to the Board of Directors.

#### **Operations & Facilities Oversight**

- Ensure the golf course, clubhouse, dining facilities, pool, racquet sports, and all

amenities are maintained at high standards.

- Oversee maintenance, repairs, capital projects, and long range planning for club assets.
- Ensure compliance with all local, state, and federal regulations, including safety, employment, and health standards.
- Establish and enforce club policies, procedures, and service standards.

### **Golf, Dining, Events & Programming**

- Collaborate with golf professionals and food & beverage leadership to deliver high quality golf and dining experiences.
- Oversee tournaments, social events, family programming, and private functions.
- Encourage creative, engaging programming that strengthens member engagement across all demographics.
- Evaluate experiences regularly and refine offerings based on member feedback.

### **Membership & Community Engagement**

- Support membership recruitment, retention, and onboarding efforts.
- Promote Meadow Lark Country Club as a valued and respected presence within the Great Falls community.
- Represent the club professionally at community, civic, and industry functions.

### **Board Relations & Governance**

- Work closely with the Board of Directors to execute the club's strategic plan.
- Provide candid recommendations, operational insight, and professional expertise to support board decision making.
- Maintain clear boundaries between governance and management while fostering strong collaboration.

### **Qualifications**

#### **Education**

- Bachelor's degree in Hospitality Management, Business Administration, or a related field is desired

#### **Experience**

- Minimum of 7–10 years of senior leadership experience in a private country club, golf operation, or hospitality environment.
- Demonstrated success managing member owned or member focused organizations.

#### **Skills & Knowledge**

- Strong leadership, communication, and interpersonal skills.
- Proven financial and business management expertise.
- Deep understanding of private club operations, golf environments, and service standards.
- Ability to balance tradition with thoughtful innovation.
- Proficiency with club management systems and Microsoft Office applications.

#### **Personal Attributes**

- High integrity, professionalism, and discretion.
- Service driven mindset with genuine enjoyment of member interaction.
- Visible, engaged leadership style.
- Strong work ethic and flexibility to work evenings, weekends, and holidays as needed.
- Passion for private club life, golf, and community connection.

Meadow Lark Country Club is an equal opportunity employer and welcomes applications from all qualified individuals.

## **APPLICATION INSTRUCTIONS**

All applications **MUST** be submitted as described below.

**Resume deadline is July 14, 2026**

Combine your cover letter, resume, references, and any supporting documents into one (1) PDF document with the following file naming convention: **Last Name, First Name, Meadow Lark Country Club, General Manager**

Please address all correspondence to – **Mr. Drew Blewett | President | Board of Directors Meadow Lark Country Club**; and send via email to **[drewblewett@gmail.com](mailto:drewblewett@gmail.com)**