

MEMBERSHIP DEVELOPMENT EXECUTIVE PROFILE: PRIVATE CLUB INTERMOUNTAIN WEST

MEMBERSHIP DEVELOPMENT EXECUTIVE OPPORTUNITY

A private club in the Intermountain West is seeking a polished, relationship-driven Membership Development Executive to help launch and shape an exciting new private club concept. This individual will play a key role in cultivating meaningful relationships, thoughtfully stewarding the brand, and helping build a highly curated membership community during a transformative period.

The ideal candidate brings sophistication, emotional intelligence, discretion, and a proven ability to create authentic connections and elevated experiences. Experience within private clubs, luxury hospitality, luxury real estate, or similarly relationship-focused environments is highly valued.

Successful candidates will be entrepreneurial, highly organized, and collaborative, with the ability to thrive in a dynamic startup environment where adaptability, strategic thinking, and cross-functional partnership are essential. Above all, this individual will embody the culture of humility, service, and excellence while helping position this new club concept as one of North America's premier mountain club experiences.

MEMBERSHIP DEVELOPMENT EXECUTIVE – POSITION OVERVIEW

The Membership Development Executive reports directly to the Executive Leadership Team. The major focus of the position is to be a strategic thought partner in sales and marketing to meet the club's goals of membership sales and retention, as well as engagement of members and prospects. Philosophically important is that staff is the Club's greatest asset, and the Membership Development Executive must embrace the core value of providing a safe, positive, and healthy culture that treats all teammates with dignity, care, and professionalism.

Responsibilities Include:

- Serve as a strategic thought partner to the President/COO and Senior Leadership Team in shaping and launching a new private club concept.
- Help define and enhance the overall membership experience, amenities, programming, facilities, services, and community engagement strategy aligned with the luxury brand and long-term vision.
- Lead the membership sales and relationship management process through a highly personalized, concierge-level approach, including inquiries, tours, presentations, applications, onboarding, and ongoing engagement.
- Cultivate meaningful relationships with prospective and existing members, with a strong emphasis on luxury-oriented individuals, Charter Members, and long-term member engagement.
- Partner closely with marketing and communications teams to develop compelling membership materials, campaigns, storytelling, and strategic outreach efforts that reflect the exclusivity and culture of the property.
- Assist in refining membership offerings, pricing structures, market positioning, financial models, and product development initiatives through market awareness and member feedback.
- Manage and continuously refine the membership application, approval, waitlist, and new member onboarding processes to ensure a seamless, discreet, and elevated experience for all prospective members.
- Develop and implement curated member events, mixers, experiences, and engagement opportunities designed to strengthen community, foster retention, and enhance the overall membership experience.
- Serve as a primary point of contact for membership communication and engagement while ensuring responsiveness, professionalism, confidentiality, and exceptional service standards.
- Oversee and maintain CRM systems, membership records, prospect pipelines, communication strategies, and confidential member information with strong organizational discipline and attention to detail.
- Build collaborative relationships across resort operations, food and beverage, lodging, development, finance, and leadership teams to ensure alignment between the membership experience and operational execution.

- Represent the property with professionalism, discretion, authenticity, and integrity while helping shape one of the premier luxury mountain club experiences in the industry.

INITIAL PRIORITIES OF THE NEW MEMBERSHIP DEVELOPMENT EXECUTIVE

- Observe, listen, and become immersed in the culture, history, traditions, and operational philosophy of the environment while developing a strong understanding of the new private club concept and its long-term vision.
- Build trust and establish strong relationships with resort leadership, team members, prospective members, and key stakeholders across the organization.
- Develop a deep understanding of the club structure, membership offerings, Founder opportunities, sales strategy, and overall member experience vision.
- Serve as a strategic partner in shaping and refining the membership sales, marketing, communication, and engagement strategy for the new private club concept.
- Focus on cultivating meaningful, long-term relationships with ultra-high-net-worth individuals and prospective Founding Members through a highly personalized and discreet approach.
- Partner closely with marketing and communications teams to ensure all messaging, branding, and member-facing materials reflect the culture, brand standards, and luxury positioning.
- Evaluate and enhance the club communication strategy, CRM processes, member journey, and onboarding experience to ensure a seamless and elevated experience from prospect inquiry through membership integration.
- Work collaboratively across operations, mountain operations, food and beverage, lodging, development, finance, and leadership teams to ensure alignment between the membership experience and operational execution.
- Establish strong referral relationships and strategic connections within luxury real estate, private clubs, resort communities, and influential networks aligned with the brand.
- Help create a membership culture that feels authentic, welcoming, relationship-driven, and seamlessly integrated into the broader experience.

CANDIDATE QUALIFICATIONS

- A polished, engaging, and relationship-oriented professional who embodies the culture and service philosophy.
- Proven success working with ultra-high-net-worth individuals in private clubs, luxury hospitality, luxury real estate, destination resorts, or similarly relationship-driven environments.
- Experience within startup, new club launch, or entrepreneurial environments with the ability to thrive in ambiguity and evolving operational structures.
- Strong emotional intelligence, diplomacy, discretion, and the ability to cultivate trust and credibility with discerning clientele and resort leadership.
- A strategic thinker who understands that this role extends beyond membership sales and includes helping shape the long-term culture, positioning, and member experience of the club.
- Excellent communication and presentation skills, both verbal and written, with the ability to professionally engage members, prospects, leadership, and team members.
- Highly organized and detail-oriented with strong project management skills and the ability to manage multiple priorities, timelines, and confidential information simultaneously.
- Strong operational awareness and understanding of luxury resort operations, hospitality standards, and the interconnected nature of the member experience.
- Experience with CRM systems, membership tracking, marketing strategy, and communication platforms.
- A collaborative and team-oriented leader who values cross-functional partnership and contributes positively to the culture and morale of the organization.
- Passion for hospitality, luxury experiences, skiing, mountain culture, and creating exceptional member experiences.
- A confident yet humble professional presence with the ability to represent the private club concept with sophistication, authenticity, and integrity.

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.
- Minimum of 3 years of relevant experience, preferably in a private club setting or luxury hospitality environment.

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

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 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 **the Search Committee**. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why the Intermountain West area will benefit you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible. The new 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 – Private Club in Intermountain West”

(These documents should be in Word or PDF format)

[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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