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## **CLUBHOUSE MANAGER PROFILE: SHARON HEIGHTS GOLF & COUNTRY CLUB MENLO PARK, CA**

### **CLUBHOUSE MANAGER AT SHARON HEIGHTS GOLF & COUNTRY CLUB**

Sharon Heights Golf & Country Club is seeking a hands-on, service-driven Clubhouse Manager with strong food and beverage expertise and a proven ability to lead high-performing teams. The ideal candidate will be a visible presence around the Club, a strategic partner to the General Manager, and a polished professional who consistently enhances the member experience through clear communication, efficient operations, and thoughtful programming.

Equally important is the ability to build a culture of accountability—setting clear expectations, leading by example, and empowering staff while holding them to high standards. The Club is looking for a forward-thinking leader who respects tradition, embraces innovation, and fosters collaboration across departments. Strong financial acumen, emotional intelligence, and a genuine passion for hospitality are essential to success in this role.

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

### **ABOUT SHARON HEIGHTS GOLF & COUNTRY CLUB**

Nestled amongst majestic redwoods and venerable oaks in the Bay Area, SHGCC offers an unparalleled five-star experience for its members and guests. Established in 1962, the Club has become a cornerstone of the Menlo Park community, known for its casually elegant atmosphere where golf, dining, and recreation blend seamlessly.

Sharon Heights is renowned for its commitment to excellence and has solidified its status as a leading private club in the Bay Area and beyond. A variety of projects over the years have focused on giving back and sustainability including an onsite Recycled Water Plant for the golf course, their “Going Green” initiative, and a 501c3 Foundation to assist team members and their families with education costs.

For its members, Sharon Heights boasts an array of amenities designed to promote a fun and healthy lifestyle. The centerpiece is its 18-hole championship golf course, complemented by a driving range, short game area, and advanced learning tools such as Trackman and V1 video analyses. The Club also offers extensive tennis facilities, including four outdoor tennis courts and two hybrid tennis/pickleball courts. The fitness center at Sharon Heights is a hub for health and wellness, offering a range of group fitness classes, personal training, and small group sessions.

Dining at Sharon Heights is a delight, with two full-service restaurants offering diverse menus crafted from the highest quality ingredients. Members can enjoy distinguished wine selections and specialty food and beverage packages, making every meal an experience to savor.

### **SHARON HEIGHTS GOLF & COUNTRY CLUB BY THE NUMBERS**

- 546 Members
- 62 Average Age Members
- Approximately \$23.5M Annual Gross Volume
- Approximately \$13.3M gross payroll
- \$5M Annual F&B Revenue Approximately
- 60 % A la carte - 40 % Catering
- 45 % Food Cost
- 135 FT Employees | 20 Seasonal

- 9 Board Members with 3-year Terms
- Club POS/accounting system: Jonas
- The Club is organized as a 501(C)(7) Corporation

**SHARON HEIGHTS GOLF & COUNTRY CLUB WEBSITE:** [www.sharonheightsgcc.com](http://www.sharonheightsgcc.com)

## **CLUBHOUSE MANAGER – POSITION OVERVIEW**

The Clubhouse Manager (CHM) at Sharon Heights Golf & Country Club is a critical leadership role responsible for overseeing Food and Beverage, Banquets and Events, Housekeeping, and Building Maintenance operations. 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. This executive team member will also serve as the acting General Manager in their absence, ensuring seamless operational continuity. With a unique opportunity to be mentored by a seasoned GM/COO and a clear pathway to growth, this position is well-suited for a dynamic hospitality professional who aspires to become a General Manager in the future but also brings a disciplined, execution-focused mindset to daily operations.

## **INITIAL PRIORITIES OF THE NEW CLUBHOUSE MANAGER**

- Listen, learn, and observe. Become familiar with the culture, history, and traditions of the Club and get to know the team and the members.
- Gain the trust of the team members, as well as evaluate and continue to develop, train, and mentor the clubhouse and catering team while promoting fairness and consistency within and upholding standards of excellence.
- Continue to focus on delivering consistency and the highest quality in member experiences and service.
- Evaluate service standards and operational efficiency throughout the Clubhouse, ensuring that member expectations are being met and exceeded. Make changes as needed to enhance the member experience.
- Become familiar with and take ownership of the food and beverage and clubhouse operating budgets, ensuring that revenues and expenses are in line with projections while upholding standards of excellence and being a financial steward.
- Create a culture of empowerment and accountability amongst the department heads, while taking ownership of Clubhouse operations. Build synergy amongst key leaders and ensure that all are executing according to the mission and vision of the Club.
- Keep up with current industry trends and network with other regional and culturally similar clubs nationwide.
- Build valuable connections and generate new and innovative programming and ideas to benefit the Club and its members and employees, including implementing state-of-the-art industry technology as needed.

## **CANDIDATE QUALIFICATIONS**

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

- Proven experience in multi-departmental leadership within luxury hospitality or private club environments
- Highly organized with exceptional attention to detail and strong task management skills
- Demonstrated ability to streamline processes and enhance operational efficiency
- Strong foundation in Food & Beverage operations, including the ability to capture and analyze data to track key performance indicators (KPIs)
- A data-driven decision maker with the ability to interpret and act on relevant operational metrics
- Motivated to grow under the mentorship of an experienced GM/COO with a clear path toward a future General Manager role
- Skilled at building synergy across teams and fostering interdepartmental collaboration
- Accountable and hands-on leader who inspires high performance and follows through on commitments
- Adept at balancing high service standards with fiscal responsibility and operational discipline

- Strong interpersonal and communication skills; confident when engaging with members, staff, and committees
- Able to cultivate a culture of learning, accountability, and operational excellence
- Comfortable leading in high-expectation environments with visibility to members and stakeholders
- Experience managing and developing high-performing teams through mentoring, training, and leadership
- Able to thrive in a dynamic, fast-paced environment while prioritizing competing demands effectively
- 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: \$180,000 - \$200,000, but will consider a higher level of compensation for the right individual.*

## **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 Aaron Grant, General Manager/ Chief Operating Officer. Clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why SHGCC and the Menlo Park, CA area will benefit you, your family, your career, and the Club if selected.

**You must apply for this role as soon as possible. Candidate selections will occur mid July, with the first Interviews expected in early August and the second interviews a short time later. The successful candidate should assume his/her 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 - SHGCC"

(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](mailto:alice@kkandw.com)

## **LEAD SEARCH EXECUTIVE:**

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