

## **DIRECTOR OF HUMAN RESOURCES PROFILE: ST. FRANCIS YACHT CLUB SAN FRANCISCO, CA**

### **DIRECTOR OF HUMAN RESOURCES AT THE ST. FRANCIS YACHT CLUB**

St. Francis Yacht Club (StFYC) is seeking an accomplished and driven Director of Human Resources (DHR) and labor relations expert to lead the people operation at their world-class yacht club. The successful candidate will be an integral part of a high-performing team for one of the most prominent yacht clubs in the world ranked as the number one Yacht Club in the country by the Platinum Clubs of America.

This is an excellent opportunity for a seasoned HR professional who has the proven ability to think strategically but also loves the day-to-day HR responsibilities and personal employee interactions. This key role goes beyond the traditional HR role of simply administering to the operation; we are looking for a driven, detailed, and innovative hospitality-infused leader.

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

### **HISTORY OF ST. FRANCIS YACHT CLUB**

St. Francis Yacht Club was founded in 1927 by a group of San Francisco yachtsmen with a vision of a club in the city of San Francisco. It was an offshoot of the San Francisco Yacht Club, which was founded in 1869 and had its facility in Sausalito, across the Bay.

The original St. Francis Clubhouse was designed by famed architect Willis Polk and constructed on land created for the 1915 Panama Pacific International Exposition, which marked the opening of the Panama Canal. Since then, the clubhouse has been rebuilt and expanded following a devastating fire and a series of earthquakes. Little remains of the original building, but the Club has served the sport and anchored the international game of yachting on San Francisco Bay through the years.

With San Francisco summers often foggy, windy and cold, StFYC members started a search for a warmer option in the mid-1950s. In 1958, that destination was secured when a small group of members pooled personal funds and purchased a 21-acre, overgrown island in the Delta. A little slice of heaven on the San Joaquin River, Tinsley Island, was founded. A plaque commemorating those generous visionaries may be found in the lighthouse on Tinsley Island.

In 1964, St. Francis Yacht Club welcomed eight yachts to the inaugural St. Francis Perpetual Trophy Regatta. Four boats came from Southern California and four from Northern California. The regatta was soon nicknamed the "Big Boat Series."

Since then, the Rolex Big Boat Series has earned a reputation as the West Coast's premier regatta. St. Francis Yacht Club is proud to host hundreds of sailors each September, drawing great sailors from all the great ports of the blue planet to race in their famous front yard.

Since 1932, there have been 34 Olympians and 16 Olympic medalists among the StFYC members. This is the greatest number by far of any US yacht club. At the 2016 Rio Summer Olympics, five of the ten Olympic sailing classes were represented by StFYC members.

### **ST. FRANCIS YACHT CLUB**

Located on the shores of San Francisco Bay, StFYC boasts incredible panoramic views that span from the Golden Gate Bridge to Alcatraz Island. The yachting interests of the members include racing, cruising, windsurfing, kiteboarding, wing foiling, and more.

The San Francisco clubhouse provides a boating and social venue for members and their guests. It features large deep-water guest docks, outstanding dining and incredible vistas of the Golden Gate Bridge and San Francisco Bay. This is the premier location to view yacht racing on the renowned City Front. The Club offers seven event spaces, each with a distinct ambiance. The Club's annual calendar includes a wide variety of social events from theme parties, and winemaker dinners, to cruises both locally and far away.

#### **ST. FRANCIS YACHT CLUB BY THE NUMBERS**

- Approximately 2,425 Members in all categories
- Approximately \$18.2M Gross volume
- Approximately \$8M Annual dues volume
- Approximately \$7.3M Gross payroll
- Total G&A budget approximately \$3.6M
- Number of employees approximately 100 full-time, 25 seasonal
- Employee turnover rate is approximately 15%
- StFYC uses Jonas software for accounting, Paychex for payroll and human resources management, and Pacesetter for employee and member internal app.

#### **ST. FRANCIS YACHT CLUB MISSION STATEMENT**

The Mission of the St. Francis Yacht Club is to serve as the inspirational center of boating activities regionally and a leader of yachting internationally. We honor camaraderie, sportsmanship, tradition and the maritime heritage of San Francisco in a premier yachting environment.

**ST. FRANCIS YACHT CLUB WEBSITE:** [www.stfyc.com](http://www.stfyc.com)

#### **DIRECTOR OF HUMAN RESOURCES – POSITION OVERVIEW**

The Director of Human Resources at St. Francis Yacht Club will oversee and execute all aspects of the StFYC's legal compliance, union relations, talent acquisition and onboarding, employee engagement, performance management, compensation, benefits, workers compensation, and learning functions. This role supports both the San Francisco Bay and Tinsley Island locations.

Reporting directly to the General Manager, who is described by his leadership team as a strategic, caring, employee-centric leader, the Director of Human Resources will be a senior executive and key business partner, charged with creating, enhancing, and executing both short and long-term strategic people plan.

The DHR will office out of StFYC and will work a Tuesday-Saturday work schedule, with occasional nights, weekends, and holidays as needed. STFYC is closed on Mondays.

#### **Key initiatives and responsibilities**

##### **Human Resources Compliance and Labor Relations**

- Ensure the Club is in compliance with all Federal, State and Local employment laws and regulations.
- Manage labor relations with Local 2 and represent the Club in grievances, mediations, arbitrations and contract negotiations.
- Drive education to ensure all departments know and comply with the terms of the collective bargaining agreement (CBA).
- Oversee all work-related injury claims to ensure integrity, ongoing case management, and reporting compliance.
- Review job descriptions for conformance to industry standards and legal requirements.
- Continually review and assist in updating the Employee handbook and employment-related policies informing the Leadership Team of any conflicting policies or errors discovered or due to changes in the law.

##### **Employee Recruitment, Selection, and Onboarding**

- Strategize with department heads to create a recruitment and retention strategy, building a strong applicant pipeline in all areas of the Club.

- Actively source candidates, advertise career opportunities internally and externally and build strong local networks with universities and trade schools to drive candidate interest.
- Create a strong interviewing process and protocols, and train managers in effective interviewing techniques. Screen candidates and provide recommendations to managers, serving as the culture gatekeeper for the Club.
- Process New Hire applications and paperwork; ensure new hires have all needed information on day one.
- Create a robust Employee orientation program to ensure a successful new hire onboarding experience.
- Track recruitment metrics such as turnover, time-to-fill stats, and exit interview data and provide recruitment insights to the management team.

### **Employee Engagement & Performance Management**

- Develops Club's progressive discipline program with Leadership Team and drives Employee performance appraisal efforts.
- Coaches managers on job-related discipline, concerns, and discharges, providing appropriate training for managers on coaching, counseling, progressive discipline, and union relations.
- Drives Employee engagement and appreciation efforts by creating and coordinating employee events and recognition programs.
- Consults with legal counsel as appropriate and/or as directed by the Leadership Team on Employee concerns about EEOC, harassment, and lawsuits.
- Annually reviews and makes recommendations to the Leadership Team to improve Club's policies, procedures, salary/compensation program, and practices on employment matters.

### **Employee Benefits and Compensation**

- Manages and administers the Club's group insurance, including enrollments and renewals, auditing invoices for accuracy and processing for timely payment. Creatively communicate benefits information to the team on a regular basis.
- Processes terminations, COBRA notifications, and submission of benefit changes to accounting for adjustment of invoices, and conduct exit interviews. Process all leave requests in accordance with Federal, State and Local guidelines.
- Completes an annual review of Employee wages, and reviews increases and changes to pay structures to ensure wages conform to budget requirements and competitive market shifts throughout the year.

### **INITIAL PRIORITIES OF THE DIRECTOR OF HUMAN RESOURCES**

As an integral part of the St. Francis Yacht Club management team, the following priorities have been identified as recommended primary focus:

- **CONNECT:** Meet and sincerely interact with and engage as many staff as possible within the first 60 days. Listen, observe, meet, and learn the various departments, staff, and overall culture. The successful candidate will integrate with the team and embrace the established work culture while driving and supporting change where necessary.
- **HR AUDIT & COMPLIANCE:** Conduct an internal HR Audit to determine opportunities for improvement in compliance and HR practices. Create a strategy and subsequent action plan with input from the Leadership Team to address concerns in the appropriate HR areas of concern.
- **LABOR RELATIONS:** Partner with the General Manager in union negotiations to finalize union contract. Build relationships and proactively work with the Club's union representatives to ensure positive labor relations moving forward.
- **RECRUITMENT & ONBOARDING:** Quarterback Club recruitment and onboarding efforts with the Leadership Team. Create and execute an effective, efficient and structured recruitment and selection process. Train managers as appropriate for effective onboarding to ensure retention. Tighten processes to ensure an exceptional applicant experience.

### **CANDIDATE QUALIFICATIONS**

- A history of progressive Human Resources management experience within a hospitality, service-oriented culture.
- Understanding of all functions of Human Resources and Labor Relations. Strong acumen in California labor law required.
- A proven track record of creative and effective recruitment techniques, initiatives, and results.

- Robust knowledge of applicable federal/local/state laws and HR best practices, with specific emphasis on California labor law and compliance.
- Ability to travel to Tinsley Island regularly to connect with employees.
- Must be technologically savvy, highly computer literate, and comfortable with other digital platforms.

### **Behavioral Expectations**

- This role involves making connections with people, motivating and inspiring them to achieve results.
- Ability to work with high confidentiality and professionalism, demonstrating sound judgment is required.
- A poised and engaging, empathetic communication style based on natural warmth and enthusiasm is the key to connecting with the team.
- While the position requires strong initiative and self-direction, results are only achieved with and through people.
- The successful candidate will be approachable to both staff and leadership and strike the delicate balance of being hands-on in the HR operation while driving the talent strategy for the Club.
- Attention to detail is a significant focus of this role, handling those details quickly, correctly, and efficiently.
- Ability to maintain calm and reason, be a good listener, and deal well with interruptions and competing priorities throughout the day.

### **EDUCATIONAL AND CERTIFICATION QUALIFICATIONS**

- Bachelor's degree in HR or business-related field preferred with formal training in HR Management.
- PHRca / SHRM-CP or SPHR/SHRM-SCP or equivalent California HR Certification.

### **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 a competitive bonus and benefits package including professional association membership, continuing education dollars, complimentary parking, cell phone allowance, complimentary lunch, and many more perks! Salary Range: \$125,000 - \$140,000 DOE.

### **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 John Meager, General Manager/COO**, and clearly articulate your alignment with this role and why you want to be considered for this position at this stage of your career, and why STFYC and the Bay area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than June 26, 2023. Candidate selections and interviews will start immediately as we are looking to fill this 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 - StFYC"

(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 Patty Sprankle at [patty@kkandw.com](mailto:patty@kkandw.com)

**Lead Search Executive:**

[www.kkandw.com](http://www.kkandw.com)

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