



**Membership and Communications Coordinator/Club Administrator**  
**Hole-In-The-Wall Golf Club, Inc., Naples, Florida**

**The Job**

- Full-time staff position reporting to the Club's Chief Financial Officer (CFO) providing support to the Club's business operations and Admissions Committee.
- Manage and update the Club's, member-only website to ensure the integrity and timeliness of the content.
- Facilitate all membership communication development, both printed and e-communications; support production of all member print publications.
- Follow established admissions process for all prospective new members in support of the Admissions Committee.
- Provide administrative support for Board of Directors, Standing Committees, and Chief Financial Officer as requested, including serving as ex-officio member of the House and Admissions Committees.
- Administer Club Night dinner event reservation system as directed by the House Committee. Coordinate table arrangements, seating charts, name tags, etc. with Food and Beverage staff. Act as "hostess" for once/month Club Night dinner events from November to April.
- Strong membership focus and ability to build working relationships with all levels of staff.
- Personable and friendly attitude; approachable and open to feedback. Ability to assume projects and complete them within tight deadlines in a dynamic environment.
- Complete other special projects as assigned by Chief Financial Officer, Club Committees and Board of Directors.

**Ideal Individual**

Similar job experience in Club Management a major plus. Proficiency in Microsoft Office Products is highly desirable. Knowledge of Jonas or related club software a plus. You are a sharp multi-tasker, who is great with member service, has strong organization skills and understands the importance of details and efficiency. The ideal candidate should have professional written and verbal communication skills and be outgoing and able to engage in conversation with members. You will respond to a wide variety of requests accurately assessing the members' needs and be responsible for helping them in a very friendly and genuine manner. The successful candidate will be energetic, self-motivated, self-managed, pays close attention to detail, with a positive attitude who enjoys working in a team environment.

**Compensation and Benefits**

A very competitive salary based upon the individual's skill set and experience will complement an excellent benefits plan that includes employer paid health insurance, dental, vision, Teledoc and life insurance. We also offer a match to your 401(k) contribution, paid holidays paid time off (PTO) and a complimentary meal program.

**The Club**

**Hole-In-The-Wall Golf Club ("The Club")**, established in 1957, is a highly respected, member-owned, private golf club located in Naples, Florida. The Club's 290 members, their families and guests, enjoy the game of golf and wish to respect the history of the game by upholding golf's timeless traditions. The Club's mission is to continue to be recognized as one of the premier golf clubs in the country.

**Please send resume to:**

David R. White  
Chief Financial Officer  
[David.White@holeinthewallgolf.org](mailto:David.White@holeinthewallgolf.org)