



EXECUTIVE SEARCH

EXECUTIVE SEARCH SERVICES FOR THE PRIVATE CLUB AND HOSPITALITY INDUSTRY

Candidate Profile

General Manager
Elk Creek Ranch
Meeker, CO
www.elkcreekranch.net



Organization

Roughly 15 miles outside Meeker, Colorado and south of the Wyoming border sits the most exclusive fishing and hunting ranch community in the West: Elk Creek Ranch.

With the recent acquisition of the Seven Lakes Ranch, Elk Creek Ranch now offers its members more than 25,000 private acres and 33 miles of coveted private water in the famed White River watershed. Its rivers, lakes, and streams are all carefully guided and managed and it offers incomparable fly fishing. It also sits within North America's largest elk migration corridor.

Theodore Roosevelt regularly visited the area on hunting trips in the early 20th Century, recognizing it as a prime hunting ground. As president, he was instrumental in creating what is today the 2.3-million-acre White River National Forest, which sits adjacent to Elk Creek Ranch.

The owners here understand what Roosevelt recognized over 100 years ago: that magical places with outdoor and wildlife features like Elk Creek Ranch are a scarce and declining resource in America. The ability to access miles of private fishing water, alongside space where children, grandchildren and future generations can safely run free and explore are becoming hard to find – and even harder to preserve. The only thing equal to these special grounds at Elk Creek Ranch is the community's commitment to habitat protection and conscientious stewardship. And that's why it has gained such notoriety and global interest; so that multi-generations can gather, spend time together, recreate and depart with lasting memories.

By design, there are only 66 parcels, making it one of the most exclusive outdoor and sporting communities in North America. Owners here can build their dream home, or simply utilize the perfectly appointed main lodge and charming waterfront cabins to experience a legacy family retreat that has it all.

Position Summary

To ensure members have access to first-class recreational activities, the General Manager is an internally focused role administering day-to-day operations, including the HR compliance and financial functions. This position serves at the pleasure of the Board of Directors. The General Manager will establish a set of policies and processes that the Ranch follows for ongoing operations, and will communicate, implement, and support the goals created by the Board. He or she is specifically accountable to the Board for achieving the objectives of the annual budget, operating plan, and strategic initiatives in all areas of the operation, guest service, and employee engagement.

Responsibilities

- Oversee operational performance management as a component of strategic planning.
- Develop and implement policies for Ranch operations, ensuring alignment, communicating same to all Department supervisors.
- Direct the activities of the Accounting Department to include monthly financial statements, accounts payable and receivable, yearly external audit, preparation of annual operating and capital budgets, and provide Owners a written statement of all assessments.
- Maintain communication with the Board and advise the Board concerning general business matters of the Association.
- Coordinate and attend regular and annual meetings of the Ranch. Ensure accuracy and maintenance of Association Documents.
- Ensure preparation of the newsletter to be sent to all Owner-members.
- Monitor all permits, licenses, and insurance ensuring accuracy and timeliness.
- Oversee the supervision of contracted services, potentially oversee new construction, securing contractors as needed.
- Prepare, present, and execute the Capital Reserve schedule/study.
- Ensure enforcement of HOA Bylaws, Rules, and Regulations, Association Documents, and Ranch Policies and Procedures.
- Assist the Architectural Committee in the implementation and enforcement of the design guidelines.
- Maintain records related to administration and ownership of property lots.
- As the Elk Creek Ranch spokesperson, attend public meetings, interact with stakeholders, and serve as the Ranch representative with regulatory bodies and interest groups concerning the White River.
- Supervise Food & Beverage, Lodging Reservations, Housekeeping, Maintenance, and Guest Services.
- Supervise the provision of guest services including the Lodge (i.e., Food & Beverage), recreational activities, and facility maintenance.
- Oversee lodging operations, to include reservations, check-in/check-out process, housekeeping, concierge services and guest amenities.
- Functions as Human Resources Director.

Requirements

- Model the positive, honest, and collaborative work ethic expected of all team members.
- Ability to read, analyze, interpret, and create common financial reports and legal documents.
- Ability to solve practical and complex problems and reprioritize while multitasking.
- Capable of learning wildlife, conservation, and fisheries management principles.
- Possess knowledge of procurement, supply chains, and inventory, especially regarding smaller mountain communities.
- Exercise a collaborative approach when consulting with farmers, engineers, scientists, and government agencies regarding best practices.
- Bachelor's degree in Business, Hospitality Management, or a related discipline.
- Minimum of five years' experience operating at a senior level in a private yacht, golf, social, athletic club, or other similar organization.
- Demonstrated progressive professional advancement.
- Food & Beverage management experience.
- Experience working with volunteer committees.
- Have attained or pursuing professional CMAA certification.
- A hunting/fishing background preferred.
- A career path marked with stability and professional achievement.
- A person of exceptional character; motivated, energetic, friendly, and dedicated to the profession.
- The successful candidate will be a lifelong learner continually researching and understanding industry trends.
- Excellent verbal and written communication skills.
- Experience with capital improvement projects.

- Demonstrated long and short-term planning programs; a club professional visionary.

Competitive Compensation & Benefits

- Excellent base salary
- Performance bonus
- Medical insurance for employee and family per employee handbook
- CMAA dues and educational expenses at an agreed-upon level
- Cell phone and auto allowance

Professionals who meet or exceed the established criteria detailed in this position profile are encouraged to contact:

GSI Executive Search
Terry Anglin, CCM, CCE, ECM
terry@gsiexecutivesearch.com
901-550-9338