

**Position:** NIRCA Working General Manager Le Portage Golf Club

**Company:** North Inverness Recreational Centre Association

**Location:** Cheticamp, Nova Scotia

**Position:** Full Time

**About NIRCA:**

NIRCA is a dynamic and dedicated nonprofit organization committed to promoting recreation in Inverness County and fostering a sense of community within the County. Our mission is to provide affordable recreational opportunities for all ages, abilities, and backgrounds, while also giving back to our community through charitable initiatives.

**Job Description:**

We are seeking an enthusiastic and organized Working General Manager to join our team and contribute to the growth and success of our association. The General manager will report directly to the Board of Directors, as well as be responsible for overseeing the Administration Office, Staffing, Golf Operations, Pro Shop including our Food and Beverage Services. The GM will provide guidance, support, coaching, mentoring, and ethical leadership to all employees and volunteers. The GM will also be responsible for initiating and leading recruitment, utilizing effective performance management strategies, employee development, and implementing succession planning activities.

**Job Responsibilities:**

**Membership and Participant Relations:**

- Assist in membership recruitment and retention efforts.
- Respond to inquiries and provide excellent customer service to participants and members.
- Collect and analyze feedback to improve programs and services.

**Marketing and Communication:**

- Create marketing materials and digital content to promote golf programs and events.
- Utilize social media, email campaigns, and website updates to reach a broader audience.
- Develop and maintain a positive public image for the association.

**Budget Management:**

- Assist in budget preparation and ensure responsible fiscal management programs.
- Track expenses and revenues for events and initiatives.
- Establishes sales standards and performance expectations for the Pro Shop, Food and Beverage and communicates and follows up on these expectations.

**Event Planning and Execution:**

- Organize and oversee golf tournaments, clinics, and fundraising events.
- Collaborate with organizers, vendors, sponsors, and volunteers to ensure the success of events.

**Community Engagement:**

- Develop and maintain relationships with local golf clubs, schools, and community organizations.
- Manage donation drives, charity golf events, and partnerships with local charities.
- Promote inclusivity and diversity in recreational activities offered.

**Fundraising and Charitable Initiatives:**

- Identify and implement fundraising opportunities to support our nonprofit mission.
- Ensure transparency and accountability in charitable giving.

**Qualifications:**

- Post-Secondary Degree in Business Administration and Management, or equivalent experience.
- Possess 3 to 5 years' experience in an administration/management role.
- Supervisory and leadership experience.
- Strong knowledge of golf operations, food and beverage, retail, and merchandising sectors.
- Experience in event planning, program coordination, or nonprofit management preferred.
- Excellent organizational and project management skills.
- Effective communication and people skills; bilingual (French and English) an asset.
- Ability to work independently and contribute to the team.
- Willingness to work flexible hours including weekends.
- Proficiency in Microsoft Office and event management software.
- Must be able to relocate and live in or near Cheticamp, NS.

**Compensation:**

Competitive salary based on experience and qualifications. Performance bonus is possible.

**Application Process:**

Candidates need to submit the following documents to the hiring committee:

- Curriculum vitae
- Cover Letter
- References (upon request only)

Please email your application package with subject line "General Manger Application" to Harvey Bourgeois using the email address H.Bourgeois@outlook.com. Applications will be accepted until December 1<sup>st</sup>, 11:59 PM.

**Equal Opportunity Employer:**

NIRCA is an equal opportunity employer and is committed to fostering diversity and inclusion within our organization. We encourage candidates of all backgrounds to apply.