



## General Manager Profile: The Valley Hunt Club Pasadena, California

### The Club

The Valley Hunt Club was organized in 1888 when the founders decided to form a Club composed of ladies and gentlemen for out-of-door exercise, specifically the sport of fox hunting which was popular at that time. Shortly thereafter, in 1889, the members voted to stage, on January 1, 1890, a parade of decorated carriages and an afternoon of public games. This parade became the first Tournament of Roses Parade.

Pasadena and The Valley Hunt Club were products of the 19th century land boom in Southern California. By the end of 1886 the city of Pasadena was incorporated and was living up to its reputation as the "Crown City." Not the least of Pasadena's attractions was its hunting and fishing, and that is what led to the founding of The Valley Hunt. "Coursing" or "riding to the hounds" had been a favorite sport to many back East and those who had come from there instantly took it up.

Myron Hunt, architect of the world-famous Rose Bowl, was a member of The Valley Hunt Club, and he and fellow architect Elmer Grey designed the new clubhouse after the old one burned down. It opened for business on March 2, 1908, and with some modifications and additions is still in use today. Coincident with the building of the clubhouse, there was a de-emphasis on hunting as the Club's chief activity. The great days of riding to the hounds had ended and tennis became the Club's major sport.

The Valley Hunt was by now truly a social club – not a men's club or a women's club, and not a sports club, business club, or philanthropic club. It was a social, family club, where ladies and gentlemen of similar persuasion could enjoy one another's

#### Club Facts:

**Number of members:**

650 full  
400 other

**Gross Dollar Volume:**

\$8,700,000

**F&B Revenues:**

\$3,000,000

company. Close bonds were formed among the families of early members and this, in turn, set the tone for the Club's informal, friendly, family atmosphere.

Even though the membership increased almost fivefold from the early days, this warm, extended-family feeling lasted for at least sixty years until after the end of World War II. After the disruptions of the War, the Club regrouped and the old traditions and wonderful parties resumed along with the addition of one particular tradition that makes the Valley Hunt unique in the West. The members decided to hold an annual debutante ball. The first was held in 1949 and twenty-one young ladies were presented to society.

The decades of the 50s and 60s brought even more changes to the Club. A surge in tennis, a blossoming social life, and an increase in member diversity and numbers required extensive improvements to the Club's physical plant. In order to accommodate all of this new activity, the first Master Plan was developed and a series of construction, renovation, and redecorating projects began.

The Valley Hunt has evolved into an elegant and vibrant club. Dining has become the principal function. However, to serve the varied interests of the larger membership, multiple activities have developed in addition to the always-popular tennis, swimming, and bridge. A Fitness Center is now one of the most popular campus venues. And Club-wide events such as lectures, winemaker dinners, theme parties, family dinners and barbeques, theatre outings, museum visits, and golf and ski outings appeal to a variety of special interests and are well attended. Traditional activities are still observed as well, including the New Year's Day open house with brunch, which started in a tent in 1890 at the first Tournament of Roses and continues to this day.

One of the many highlights members experience at The Valley Hunt Club is the unique cuisine and serene atmosphere. The Clubhouse has a variety of dining areas offering both casual and more formal settings, which include the Clubhouse Dining Rooms, Hunt Room Bar, Poolside Bar, Snack Bar, and Sports Center Café. The well-rounded selection of fine wines has been chosen from some of the world's most celebrated wine regions.

The Club has a rich and interesting heritage. Perhaps because of this heritage, The Valley Hunt Club continues today, observing many of the old traditions and still bearing a remembrance of the gentility of an earlier age. But like all institutions, the

### **Valley Hunt Club's Rich History**

In 1889 the members voted to stage a parade of decorated carriages and an afternoon of public games. This event held on January 1, 1890, became the first Tournament of Roses Parade.





Club has moved with the times and has continued to flourish by serving the needs and interests of its members.

The Valley Hunt Club maintains an excellent balance sheet with minimal long term debt and boasts a strong and committed membership. The number of generational and legacy memberships are significant and the club employs an industry leading application and vetting protocol to ensure the Club's high standards are always maintained.

The Club's membership is actively engaged in the activities of the club via substantial participation by numerous members who volunteer for many of the club's programming, planning, and event committees.

## **Qualifications and experience**

A passionate leader with strong hospitality credentials and a proven track record of providing high-level services in a diverse hospitality setting (preferably a private member owned and governed organization), and with a personality that is commensurately appropriate to the club's culture.

Extensive food and beverage experience and expertise in all facets of ala carte, banquet, and special event operations including menu development, presentation, wine/beverage, and personalized service consistent with the finest clubs and establishments in the country.

A fundamental understanding of what constitutes a "premier Club experience," in every aspect of the club's facilities, services and programming and the proven ability to consistently execute at the highest levels.

A vibrant, engaging, and gregarious personality grounded in humble service standards. A personable, outgoing, visibly engaged style of leadership and member engagement maintaining appropriate etiquette and professionalism at all times.

The ability to positively interact with members of all ages, genders, and backgrounds ensuring an environment of genuine concern and care for the experiences of every member every time they visit their club.

The ability to collaborate with and inspire a team of seasoned and tenured professional department heads to ensure The Valley Hunt Club stays on the cutting edge of private social club experiences.

The General Manager must be an excellent verbal and written communicator and welcome the opportunity to actively engage members and staff on a daily basis.

Experience and exposure to creative and dynamic family programming as the club continues to attract younger families and expand family and generational social and sporting events.

Experience liaising with local community and government officials to ensure the continued seamless integration and existence of the club and its surroundings.

The General Manager must be personally capable and comfortable with technology and incorporate its use, as appropriate, in the clubs operations while never losing sight of the need for 'high touch' relations with members and staff.

Confidence and experience in collaborating with the Board of Directors and other club leaders as the club continues to evolve.

## **Reporting Structure and Position Description**

The General Manager reports to the President of the Board of Directors and will be responsible for and accountable for all of the operations and business affairs of the club.

All department managers report directly to the General Manager who as the club's senior executive, is responsible for leading and guiding the team to execute the vision and mission of the club's leaders.

The General Manager will ensure the history, traditions, and culture of the club are understood and honored at all times while continually evolving club services and offerings consistent with the ever changing needs and desires of the members and their families.

The General Manager in conjunction with the senior management team will develop and administer standards of operations as well as policies and procedures consistent with the high standards The Valley Hunt Club has developed and the members have come accustomed to expect. An ongoing collaborative and synergistic approach to accountability and performance criteria with all team members will be a critical role of the General Manager.

The General Manager, in conjunction with the senior management team, will be responsible for the development, preparation, and justification of the club's annual operating and capital budgets.

The General Manager will act as a key liaison with the Board of Directors and all club committees and member volunteers to ensure consistency in communication and the high level execution of all of the clubs activities and functions.

## **Performance Metrics**

There are a number of performance criteria by which the new General Manager will be measured. These will include but are not limited to the following which will be key barometers of success for the General Manager and club moving forward.

- Membership satisfaction
- Active visual engagement of members, guests, and staff
- Exceptional culinary and service standards
- Member and family programming development
- Ongoing commitment to the cultural values and foundation of the club
- Staff development, satisfaction, and retention
- Impeccable operational standards
- Fiscal and financial performance
- Facility maintenance and presentation standards
- High personal moral, ethical and professional standards

## **Education**

A Bachelor's Degree from a four-year university or college is required, preferably in Hospitality Management or business related field of study. A Master's degree in a hospitality related field is highly desirable.

Substantial high-end, private club or hotel/resort hospitality experience is required.

CCM or active engagement in CMAA desired



## **Application**

We prefer to have you upload your resume and cover letter (in that order) to our resume service. Please note that you should have your documents fully prepared to be attached when prompted for them.

**IMPORTANT: Save your resume and letter in the following manner:  
"Last Name, First Name Resume" &  
"Last Name, First Name Cover Letter"  
(These documents should be in Word or PDF format)**

Once you complete the application process for this search, you are not able to go back in and add additional documents.

For directions on how to upload your resume and cover letter visit this page [here](#).

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If you have any questions please email Nan Fisher: [nan@kopplinandkuebler.com](mailto:nan@kopplinandkuebler.com)

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