



The Stanwich Club
888 North Street
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The Stanwich Club is actively seeking a Golf Shop Manager who will operate the club-owned retail shop in conjunction with the club's vision statement. The successful candidate will be a key member of the golf club management team to bring the vision of the club to life in the golf shop retail space. This professional will be responsible for creating an atmosphere that will be sought out by members and their guests for their golf and gift-giving needs. The successful candidate will be an active member in the golf retail community to include active participation in national and sectional education.

- Responsible for maintaining the sales tracker to help ensure the golf shop reaches its sales and revenues set by the club leadership.
- Responsible for building and executing in conjunction with the golf professionals the annual purchase plan to help ensure the golf shop has the correct inventory levels by category by season.
- Creates and executes weekly and monthly merchandising plans to ensure the inventory is rotating through the golf shop through its time on the shop floor.
- Responsible for receiving all inventory, both stock and special orders, into the Point-of-Sale system; responsible for all maintenance of the point-of-sale system to ensure all reports needed are easily garnered.
- Builds and manages a markdown plan to ensure stale goods are moved through the golf shop.
- Together with the club leadership, build customer and member services specific to The Stanwich Club. Manage the execution of these services to include but not limited to gift wrapping, gift delivery and member delivery.
- Sources gifting for member events, corporate and member outings and calendar holidays
- Build and implement comprehensive retail event schedule to include both calendar and member holidays.
- Manages vendor relationships to ensure all orders, net downs and promotions are completed and implemented.

- Works in conjunction with club business office to ensure all invoices are processed on time and month end is completed in a timely manner.
- In conjunction with club leadership build and implement a retail loyalty program
- Covers the counter and present on the retail floor.

Golf Shop Retail Manager

The Stanwich Club, a Platinum Club, and Distinguished Club of America, is seeking an entrepreneurial-minded individual to manage and direct retail operations. The Golf Shop Retail Manager will report to the General Manager. Associates include the Director of Golf, Head Golf Pro, Assistant Golf Professionals, Outside Services Manager, and Golf Member Services Team.

Education and Experience:

- Four-year bachelor's degree in business, marketing or fashion preferred.
- Minimum of three years' experience at a private equity club or high-end resort preferred.
- Minimum of two years' experience developing in managing a buying plan.
- Proficiency and knowledge in Golf Shop Genius and point of sale software.
- Proficiency and knowledgeable in Microsoft Excel, Word and social media.

Other Responsibilities:

- Buying, receiving, pricing and display of new merchandise for a single store location doing approximately 1 million in retail sales with upward potential.
- Utilize golf professional staff, including Assistant Golf Professionals in daily merchandising activities.
- Build and manage annual budget and open to buy under the direction of the General Manager.
- Develop and grow social media presence
- Implement online buying program and presence
- Evaluate and manage the merchandise mix and product matrix through member interaction.
- Proficient in marketing and promotion of merchandise.
- Maintain rotate and change displays with an exceptional appearance.
- Promote a first-class member shopping environment to include gift wrapping, shipping and other services.
- Maintain excellent member relations

- Supervision and management of inventory receiving office.
- Assist the golf operation by serving at the golf shop counter.
- Utilize JONAS POS system to create SKUs, establish pricing, and receive merchandise
- Manage the special-order process ensuring order accuracy, on-time delivery, and handling any returns. Provide consistent, timely, and effective communication with members throughout the process.
- Meet with vendors to view upcoming product lines and source new vendor merchandise.
- Monitor and manage inventory levels by restocking and placing reorders as needed.
- Responsible for maintaining cost of goods sold that is consistent with monthly/yearly budget.
- Assists with invoicing and scheduling payment of invoices in a timely manner.
- Sales forecasting; ability to determine proper stock mix and turnover ratios.
- Maintain preferred member database and buying habits.

Compensation

We offer a competitive compensation package including a base salary commensurate with experience and industry standards. In addition, the role includes performance based comprehensive benefit package, 401k plan, and paid time off. Additionally, we also provide professional development opportunities and a supportive work environment.

Contact:

Please send resumes in attention to

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