

## **ISLAND INN COUNTRY CLUB CONDOMINIUM TRUST**

### **General Manager**

#### **Opportunity:**

The General Manager will be responsible for operating the Island Inn Condominium Hotel. The Condo Hotel was organized as a Massachusetts Corporate Trust that was formed to execute, manage and administer the operations of this 51 unit condo/hotel property that is located on 5.2 acres in the heart of Oak Bluffs, Massachusetts (Martha's Vineyard). The property includes the condo hotel, pool, manager's cottage, conference and tennis centers. The Trust derives its authority from the governing documents of a Master Deed and the General Manager reports to a five (5) member trustee board that is the sole authority representing the owners.

#### **Essential Job Functions:**

Oversee the Administrative and Operational functions of the Inn including: guest satisfaction; financial performance; front desk; marketing; legal; trustee/owner interface; plant operations/maintenance and housekeeping.

Directs the activities of key personnel. Responsible for hiring, staff development, training and disciplining the Inn's staff.

Maintain the daily hotel operations: including maximizing financial performance; directing all of the Inn's services and honoring the confidentiality of operations, marketing software, client lists, etc.

With the trustees create and monitor the Inn's budget; oversee financial reporting to owners and ensure the realization of the ownership's strategy for financial growth and property development. Critically review occupancy and revenue reports and analyze trends in order to maximize owner investment.

Understand the government regulations and ordinances that affect the Inn's operations. Ensure that the Inn is in compliance with all laws, ordinances, regulations and requirements of the federal, state and municipal licensing authorities.

Act as the Inn's Representative in the Community with town departments and vendors. Maintain positive rapport with associates and customers and communicate regularly with customers, staff, trustees and owners.

(over)

**Position Requirements:**

Associate or Bachelor's Degree in Business, Hospitality or a related field. Minimum of 5 years' experience working at a resort property in management.

A proven track record of accomplishment in improving the efficiency, profitability, and growth in a resort/hospitality environment.

• **Desired Skills:**

- Demonstrate the ability to delegate work, share responsibility and accountability:
- Demonstrate good interpersonal and relationship-building skills to motivate managers and staff to accomplish their jobs.
- Have good communication skills both written and oral and the ability to interact positively with the staff, trustees and stakeholders.

To apply for the position please write or email to:

Trustee Judith Brown, Secretary  
Island Inn Condominium Trust  
30 Island Inn Road  
Oak Bluffs, Ma. 02557-1585

Email: [administration@islandinn.com](mailto:administration@islandinn.com)

Website: [www.islandinn.com](http://www.islandinn.com)