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## THE WOMAN'S CLUB of MINNEAPOLIS

**Position:** Director of Operations

**Classification:** Exempt, Fulltime

**Reports to:** Executive Director

### **Mission**

The Woman's Club of Minneapolis is organized and operated exclusively for charitable and educational purposes, civic and social services, study, and friendly association. The Club is a 501(c)3 nonprofit organization, a Club for members, an events venue, and a location for arts and culture programming. Located in the heart of Minneapolis, overlooking Loring Park, The Woman's Club is on the National Register of Historic Places and the building will celebrate its 100<sup>th</sup> anniversary in 2028. The Club was founded in 1907 when a group of extraordinary women set out to create a beautiful space in which to gather, connect, educate, inspire, and improve the world around them. Today the Club is enjoyed by people of all ages and backgrounds, both members and guests alike. All are welcome at The Woman's Club of Minneapolis.

### **Summary**

The Director of Operations oversees the Club's food and beverage operation and the maintenance of facility and grounds. The position supervises the Executive Chef, Front-of-House Manager, Bar Manager, and Facilities Supervisor. This is a key role in creating a welcoming environment and ensuring that all who enter the building have a positive experience. The Director of Operations is a member of the senior leadership team, represents staff on Club committees, and reports to the Executive Director.

### **Responsibilities**

Overall responsibility for the Food & Beverage and Facilities operations of the organization, ensuring that these operations meet the highest standard for quality, service, and cleanliness.

- Hire, train, supervise, and provide clear direction to the Executive Chef, Front-of-House Manager, Bar Manager, and Facilities Supervisor.
- Follow personnel procedures including regular performance reviews, compliance with all applicable labor laws and safety requirements, and development and implementation of professional training for staff.
- Work with Events team on scheduling and planning member and private events.
- Comply with and maintain all permits, licenses, inspections, fees, and regulations required by government entities.
- Create and monitor operations budget with Executive Director and Accounting Manager.

- Oversee the care and upkeep of the building, ensuring that it is well maintained and that all repairs and preventative maintenance are performed in timely fashion.
- Serve as liaison to appropriate Board Committees.
- Promote effective communication between leadership team, staff, Club members, and guests.
- Nurture a work environment that fosters high morale and ensures all staff have the resources and support they need to succeed in their jobs.
- Ensure the highest possible standard of customer service.

### **Qualifications**

- Minimum of five years leadership experiences as a General Manager or Director of Operations at a complex organization that includes a Food & Beverage (restaurant or catering) component.
- Five years experience managing and supervising full- and part-time staff.
- Proven ability to be a contributing member of a leadership team.
- Literacy in MS Office products, including Excel, Word, Outlook, and PowerPoint.
- Excellent skills in organization, planning, and creative problem solving.
- Strong financial acuity.
- Excellent communications skills.
- Ability to lift up to 40 pounds.

### **Salary and Benefits**

- Salary range between \$85,000 – \$95,000
- Health and dental insurance
- Paid time off

Send cover letter and resume to [molly.malone@womansclub.org](mailto:molly.malone@womansclub.org).