



Position Overview & Candidate Profile

Private Golf Club
Martin County, FL
Human Resources Director

Prepared by:
Kelly Simons & Dr. Eric Hutchison

August 2025

ABOUT THE CLUB

A private, 18-hole golf club (Club) located in Martin County, FL, seeks an experienced Human Resources Director (HR Director) to join a team of 100+ staff. The Club is world-renowned and has quickly established itself as one of the premier golf experiences globally.

Situated in the heart of Southeast Florida's golf mecca, the Club prides itself on its member-centric experience, which is made possible by a dedicated team committed to prestige, respect, service excellence, integrity, sustainability, and continuous improvement. The HR Director will be an essential partner in cultivating a safe, welcoming, and productive work environment, enhancing employee development, and advancing operational innovation.

CONFIDENTIAL APPLICATION PROCESS

To respect the privacy and exclusivity of the Club's community, and in keeping with the Club's values, detailed information about the Club, including its name, will be shared with candidates who advance to the second round of interviews. We ask for your understanding of this approach, which is designed to protect the experience of members and staff while providing candidates with an authentic introduction to the Club's culture at the appropriate stage of the process.

POSITION SUMMARY

The Human Resources Director will be a key member of the Club's leadership team, responsible for overseeing and executing all human resource functions. As a one-person department, this position is both strategic and hands-on. It manages day-to-day HR operations while shaping long-term HR policies and practices that support the Club's values, member experience, and employee culture. The position will ensure compliance with all employee-related legal requirements.

The Director of Human Resources is a highly visible, strategic partner responsible for championing the Club's people and unique culture across ~150 employees. The ideal candidate is an approachable, bilingual (English/Spanish) leader experienced in tailoring human capital strategies to fit multi-entity elite-level hospitality environments. Leveraging expertise in compliance, communication, and HR technology, this individual actively builds trust and relationships across all levels, fosters cross-departmental collaboration, and supports an exceptional employee and member experience. The Director will work closely with the Club's General Manager, Director of Golf, Chief Financial Officer, department heads, and outside General Counsel to develop and implement operational strategies, while ensuring compliance with all employee-related legal standards and club policies.

KEY COMPETENCIES & RESPONSIBILITIES

To be successful in this role, the HR Director will need to demonstrate the competencies that follow; these same areas will be a focus for performance evaluation, ensuring clear expectations and ongoing support:

- **Club Culture Alignment:** Demonstrates knowledge of and respect for unique Club values, traditions, and norms. Maintains strict discretion and confidentiality in all HR matters. Creates a workplace atmosphere of psychological safety for all staff.
- **Communication Skills:** Communicates HR policies and decisions clearly and appropriately to all staff levels. Adapts communication style when interacting with club leadership, line staff, and crews.

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- **Technical & Language Skills:** Fluent in English and Spanish, highly competent in HRIS, payroll, and benefits administration for approximately 100+ employees.
 - **Presence & Relationship Building:** Develops a visible, trusting presence with all departments and employee groups, ensuring consistent support for approximately 100+ staff members.
 - **HR Technical Knowledge & Regulatory Compliance:** Ensures compliant administration of HR functions—performance, discipline, records, and benefits—with active engagement in HR professional associations.
 - **Operational Flexibility:** Readily adapts schedule and priorities to deliver HR support during seasonal demand, key events, or in response to unexpected needs.
 - **Cross-Departmental Collaboration:** Fosters seamless cooperation between HR, operational teams, and partner entities (e.g., Golf, F&B, Maintenance/Facilities). Effectively clarifies roles and ensures support is delivered regardless of reporting lines.
 - **Staffing & Talent Management:** Designs and launches comprehensive recruitment, onboarding, retention, and succession processes that reflect diversity, equity, and development priorities. Provides support for the development of staff training and development programming.

Metrics for Key Competencies & Responsibilities

Performance in each area will be evaluated through:

- Annual Employee Engagement Survey results (including items indexed to each competency)
- 360-Degree Feedback (from leadership and peers)
- Successful completion and track record of relevant HR initiatives or projects

CANDIDATE PROFILE

The ideal candidate will possess the following qualifications:

- **Exceptional cultural alignment and emotional intelligence:** Demonstrates a deep affinity for club history and traditions, coupled with respectful, confidential, and empathetic interpersonal skills.
- **Advanced communication and technical proficiency:** Proven ability to design, deliver, and audit bilingual (English/Spanish) communications; technical mastery of HRIS, payroll, and benefit systems.
- **Visible, approachable leadership:** Maintains a regular, authentic presence throughout all club departments, including both the clubhouse and grounds.
- **Regulatory mastery and professional engagement:** Current on best practices through active SHRM or equivalent membership; maintains strict compliance with all legal and club standards.
- **Operational agility:** Displays willingness and flexibility to adjust schedule for key events and peak operational periods.
- **Proven cross-departmental partnership:** Demonstrates leadership in cross-unit projects and clarifies role boundaries; is highly rated by department heads for supporting their teams' HR needs.
- **Results in talent acquisition and retention:** Tracks and consistently meets or exceeds benchmarks for hire speed, quality, and diversity; develops internal talent and supports advancement from within.
- **Unimpeachable ethical standards:** Maintains strict confidentiality and earns trust across all organizational levels.

Professional Experience & Credentials

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- At least 8 years of progressive HR experience, including 3-5 years at the management or supervisory level and at least 3 years at the Director level in hospitality, private club, or exclusive service-based industries.
 - Bachelor's degree in Human Resources, Business Administration, or a related field required; Master's degree preferred.
 - Bilingual fluency in Spanish and English required.
 - PHR or SPHR certification strongly preferred.

COMPENSATION

The Club will offer an attractive year-round compensation package, commensurate with experience, which will include a competitive base salary and benefits. The salary range is anticipated to be \$145-165k.

INQUIRIES

Interested candidates should submit their resume along with a detailed cover letter that addresses the qualifications and describes their alignment/experience with the prescribed position by **August 29, 2025**. Those documents must be saved and submitted in Word or PDF format (save as "Last Name, First Name, HR Director Resume" and "Last Name, First Name, HR Director Cover Letter") respectively to: <https://shorturl.at/3NUvf>.

When a candidate is selected for second round interviews, additional club details will be disclosed.