



Career Opportunities

Club Benchmarking is expanding its COMPASS team. COMPASS is a permanent solution to capital planning for private clubs that combines cutting-edge software and a well-defined process supported by a team of highly trained asset management specialists.

Current opportunities include **Capital Asset Manager (mid-management level)** and **Capital Asset Analyst (entry level)**. To apply, please send your resume and a cover letter to Director of Capital Asset Management, Brent Hildreth at bhildreth@clubbenchmarking.com

Capital Asset Manager – Mid-Management Level

Role: The Capital Asset Manager is a key contributor to the Club Benchmarking (CB) team charged with managing, developing, administering and growing the COMPASS comprehensive asset management solution. This is a client-facing role.

Duties and Responsibilities:

- Ability to travel up to 30 weeks a year within North America
- Must possess TSA clearance
- Must possess a valid driver's license
- 5+ years of experience working in the private club industry
- Above average knowledge and experience with Microsoft Excel
- Knowledge of mechanical systems, construction and agronomy preferred but not mandatory.
- Detail oriented individual with the ability to work on a team as well as independently to meet the deadlines for our deliverables
- Possess critical thinking skills and problem-solving techniques
- Be well organized and able to multi-task
- Must be self-driven and motivated to go above and beyond to do what it takes to achieve our goals.
- Conduct on-site asset inspections, inventories and staff interviews
- Command of the English language both written and verbally allowing clear and professional communication with senior club management, club board members and committee members
- Provide excellent customer service to our clients
- Work with the team to build the business
- Work with CB management to develop plans to deeply penetrate the club market
- Become a valuable and trusted member of the CB team. Over time become familiar with all of CB's services and products

CB is seeking broad, clear-thinking individuals who will work as a team to drive company success.

Training specific to the Capital Asset Manager role will be provided. Salary range is \$75K-\$85K and includes generous benefits. Club Benchmarking offers health and dental insurance as well as FSA and Group Life AD&D after 90 days. A SimpleIRA program with matching is available upon hiring.



Capital Asset Analyst – Entry Level

Role: The Capital Asset Analyst is a key contributor to the Club Benchmarking (CB) team charged with managing, developing, administering and growing CB's COMPASS offering. The Capital Asset Analyst provides critical support for Capital Asset Managers.

Duties and Responsibilities:

- Ability to travel up to 30 weeks a year within North America
- TSA clearance requested
- Must possess a valid driver's license
- Above average knowledge and experience with Microsoft Excel
- Knowledge of mechanical systems, construction and agronomy preferred but not mandatory.
- Detail oriented individual with the ability to work on a team as well as independently to meet the deadlines for our deliverables
- Possess critical thinking skills and problem-solving techniques
- Be well organized and able to multi-task
- Must be self-driven and motivated to go above and beyond to do what it takes to achieve our goals
- Conduct on-site inspections, interviews and inventory to develop the asset evaluation
- Command of the English language both written and verbally allowing clear and professional communication with senior club management, club board members and committee members
- Provide excellent customer service to our clients
- Work with the team to build the business
- Become a valuable and trusted member of the CB team. Over time become familiar with all of CB's software and services

CB is seeking broad, clear-thinking individuals who will work as a team to drive company success.

Training specific to the Capital Asset Analyst role will be provided. Salary range is \$60K-\$65K and includes generous benefits. Club Benchmarking offers health and dental insurance as well as FSA and Group Life AD&D after 90 days. A SimpleIRA program with matching is available upon hiring.