



St. Paul Yacht Club

SAINT PAUL YACHT CLUB - MARINA MANAGER POSITION POSTING

posted June 2, 2025

Summary:

To manage, on behalf of the members of the Saint Paul Yacht Club (SPYC) and its Board of Directors (BOD), the member services and overall operations of the SPYC. The position reports to the Commodore and the Executive Committee (EC) of the SPYC.

Description/Purpose of Position:

The Marina Manager position has the dual function of ensuring that customer and stakeholder relations are prioritized, while ensuring that the marina and its assets are competently managed and financially sound. To this end, responsibilities fall into the following areas:

1. Hospitality and Member Services

- Ensure SPYC members' needs are responded to and met to the best of SPYC abilities.
- Assure positive, productive, courteous communications and business-like relationships with all SPYC slip holders, members, transient boaters, those inquiring about services, and other stakeholders.
- Initiate and respond to communication in a timely manner. This includes answering phone calls, responding to inquiries, emails, and voice mails, business correspondence, and greeting visitors.
- Cultivate and maintain positive and productive relationships with the following outside contacts as designated by the BOD: City of Saint Paul, neighborhood groups, banks, vendors and contractors, police and fire departments, DNR, Army Corps of Engineers, and others.
- Build and maintain positive, productive, courteous and business-like relationships with SPYC members, BOD, and committees (both standing and ad-hoc).

2. Safety, Security, and Compliance

- Actively keep abreast of marina "best practices" concerning safety, environment and training.
- Ensure SPYC is in compliance with local, state, national, and international regulations and standards.
- Maintain effective relationships with outside parties, including initiating and/or responding to communications in a timely and effective manner; documenting agreements as appropriate; employing effective business and negotiating strategies to achieve the goals of the SPYC; researching and staying informed of city, state, federal and Corps of Engineers plans and requirements affecting the operations of the SPYC and its boaters; and representing SPYC in a professional manner.

3. Financial Management and Planning

- Handle day to day accounting including credits, debits, AP, AR, and payroll. Process all cash, checks, and EFTs. Monitor credit accounts. Make all physical bank deposits and account for electronic ones. Reconcile accounts monthly. Ensure proper recordkeeping and compliance.
- Review purchasing, including maintaining spending limits and reviewing invoices for accuracy before payment is issued.
- Process and reconcile all sales, such as SPYC logo items. Maintain inventories.
- Appropriately account for all equipment capitalization, lease reconciliation, and other non-cash accounting.
- Establish and manage any special payment plans which are requested by a member. Any variances from agreed payment plans are to be reported to the BOD for review.

- Provide detailed/itemized budget and financial reports as requested by members of the BOD and committees on a mutually agreed-upon schedule.
- In cooperation with the Treasurer, assure that all tax filings and registrations are scheduled, completed, and distributed in a timely manner.
- Give prompt notice to the EC of any financial issues, concerns, or discrepancies that arise and follow-up as needed to resolve such issues.
- Bear responsibility for the management of slip inventory, per standing rules.
- Identify and prioritize short- and long-term projects for the strategic plan. Perform long-term budget modeling and forecasting.

4. Marketing and Promotion

- Serve as the “face” of SPYC at outside events (such as the Boat Show).
- Plan, organize and perform tasks as appropriate to effectively market the facilities and services of the SPYC. This includes assessing and recommending to the BOD the presence of the SPYC display booth and materials at annual or periodic boat shows and other events, annual slip leasing and winter storage, and transient dockage requests.
- Handle social media and other digital marketing, as well as ensuring website is updated and accurate. Maintain printed materials as needed. Ensure SPYC is listed in outside promotions (such as the City of Saint Paul) as appropriate.
- Host prospective new members and sell slips to reach sales targets as mutually set annually with the BOD.
- Welcome and manage transient boaters, including taking reservations, collecting fees, record-keeping, and communicating with the BOD members to serve as greeters as needed.

5. General Management and Administration

- Assist the BOD with preparation and distribution of materials related to monthly, annual and special meetings; research and prepare materials.
- Prepare seasonal dockage/storage contracts, send to lessees at appropriate times and keep records up to date at all times.
- Ensure that utility and other billings are issued accurately and in a timely manner.
- Recruit, interview, assess, hire, train, coach, supervise, and manage staff. Conduct timely performance reviews of staff and follow-up.
- Assure that all appropriate procedures, paperwork and records regarding employees are maintained in an up-to-date, accessible manner and that it is appropriately safeguarded in alignment with applicable data privacy regulations.
- Provide administrative support to the SPYC BOD, standing and ad-hoc committees, and to staff for SPYC operations.
- Schedule and facilitate launches and haul outs, as well as other maintenance such as dredging.
- Participate in Board and committee meetings and events as requested by the BOD.
- Assure that all employees and SPYC boaters are treated appropriately with regard to state and federal rules and regulations regarding discrimination and exclusion.

Experience, Abilities, and Education:

Required Experience:

- Minimum of three years demonstrated success in a front-line marina management — or hospitality — setting, with strong customer-oriented focus. Ability to manage self and employees to deliver excellent and responsive customer service with a focused and flexible work style.

- Minimum of two years demonstrated success in financial management and planning, including anticipating business needs, planning for adequate resources to meet the needs, budgeting responsibility, and ability to prioritize and execute a business plan.
- Minimum of two years supervisory or management experience,
- History of performing a broad range of ongoing related business and nonprofit functions, such as: accounts payable, accounts receivable, working with outside auditors, petty cash, banking relationships, purchasing and office supplies management.

Desired Skills and Abilities:

- Computer literacy, including experience with administrative office software (MS Office) and QuickBooks Online.
- Ability to maintain an organized office system, including using and maintaining standard office equipment, filing systems, and POS.
- Knowledge of boating and marine systems, and/or river knowledge.
- A focus on hospitality and inclusion.
- Strong negotiation, conflict-management, and problem-solving skills.
- Excellence in time-management and planning.
- Detail-oriented, with a high degree of accuracy within a fast-paced and varied environment.
- Discretion, tact, and a sense of humor.

Education and Certification:

- A minimum high school education is required.
- Either completion of technical school training and/or a two or four-year college degree, preferably in accounting, nonprofit administration, hospitality, business, or related field, is desirable.
- CMM certification through the Association of Marina Industries or similar coursework is a strong plus.

Applicants with a combination of education and experience that provides the required knowledge, skills and abilities will be considered.

The candidate must possess a good driving record and an ability to pass a background check.

The candidate must be comfortable with working conditions that include exposure to outdoor facilities, including deep water and inclement weather. The Marina Manager may encounter, as part of the position, loud noise and hazardous or toxic materials. Per Minnesota law, all positions are at-will.

Compensation and Benefits:

- \$79,000-\$89,000 annually for a position that is full-time and onsite at least seven months of the year (April through October), and may arrange to be partially remote and with reduced hours for the balance of the year.
- A monthly payment in lieu of insurance.
- Up to a 3% match to a SEP IRA.
- Up to three weeks annual, pro-rated vacation time, which may be combined with reduced winter hours for a longer period of time off.
- Earned Sick and Safe Time and paid medical leave in accordance with State of Minnesota and City of Saint Paul requirements.
- Professional development opportunities.
- A complementary boat slip.

To apply, please submit a letter of interest and resumé to careers@stpaulyachtclub.org by June 16, 2025.