



RCS Hospitality Group  
a new generation of hospitality management  
2827 Midway Rd. SE, Ste. 106 - #231  
Bolivia, NC 28422  
[www.consultingRCS.com](http://www.consultingRCS.com)

Position Available:  
**DIRECTOR OF PEOPLE AND CULTURE**  
Piedmont Driving Club  
Atlanta, GA

Piedmont Driving Club in Atlanta, GA, seeks a dynamic and experienced Director of People and Culture to join their leadership team. The Director of People and Culture will play a pivotal role in developing and implementing HR strategies that align with the Club's objectives, ensuring a seamless and efficient operation. The ideal candidate will foster a positive and productive work environment, contributing to the overall success of Piedmont Driving Club.

#### JOB SUMMARY

The Director of People and Culture develops and implements human resource strategies aligned with club objectives, overseeing talent acquisition, employee relations, and conflict resolution. They administer performance management systems, support training, and development initiatives, and manage compensation and benefits programs to ensure competitive and fair pay practices. The Director of People and Culture ensures compliance with employment laws, develops company policies, and maintains HR metrics and analytics for informed decision-making. They participate in strategic planning, manage HRIS and data systems, handle employee offboarding, and lead HR projects and initiatives to support club objectives. Additionally, they communicate HR policies, manage the HR department budget, and ensure workplace safety and health compliance, fostering a positive and productive work environment.

#### JOB TASKS/DUTIES

- Develop and implement HR strategies and initiatives aligned with overall club objectives.
- Oversee the recruitment and selection process to attract, hire, and retain top talent.
- Manage employee relations issues, including disciplinary actions, investigations, and conflict resolution.
- Administer performance management systems, including appraisals, feedback, and development plans.
- Provide human resource advice, counsel, guidance, and training to managers on performance improvement, conflict resolution, and disciplinary actions.
- Support training and development initiatives by assessing training needs and applying training programs.
- Manage compensation and benefits programs to ensure competitive and fair pay practices.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Develop and enforce company policies and procedures.
- Maintain HR metrics and analytics for informed decision-making.
- Participate in strategic planning and organizational development activities.
- Manage HRIS and data systems for accurate and efficient data management.
- Handle employee offboarding processes, including exit interviews.
- Lead HR projects and initiatives to support club objectives.
- Communicate HR policies, procedures, and programs to employees.
- Manage the HR department budget and monitor expenditures.
- Ensure workplace safety and health compliance.
- Managing employee engagement activities and retention initiatives, including guiding and supporting the employee-run engagement committee.
- Develop and support employee relations, activities, and programs.

#### JOB KNOWLEDGE, CORE COMPETENCIES, AND EXPECTATIONS

- Advanced knowledge of applicable employment laws and practices.
- Develop and implement HR strategies and initiatives aligned with the club strategy.
- Manage the complete employee cycle from recruitment through to offboarding.
- Oversee and manage the performance appraisal process to drive high performance.
- Experience managing and administering health plans, 401k plans, and pensions.
- Experience with market compensation analysis.
- Assess training needs to apply and monitor training programs.



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- Nurture a positive working environment.
- Skilled in database management, record keeping, and filing.
- Strong oral and written communication skills.
- Strong interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to effectively prioritize tasks and adapt to changing business needs change.
- Ability to act with integrity, professionalism, and confidentiality.

#### OTHER REQUIREMENTS

- Exceptional relationship-building skills.
- Highly organized and detail-oriented.
- Professional demeanor and appearance.
- Possess the ability to be flexible and adapt to change.
- Excellent people and customer service skills and superior interpersonal skills.
- Excellent presentation and communication skills, including email, written, phone, and verbal.
- Be dynamic, self-motivated, and creative; practice empathy, emotional intelligence, and mindfulness with members and staff.
- Professional demeanor, respectful, and professional interactions with all members, guests, and staff.
- Strong leadership qualities – communication, building and leveraging relationships, managing up, down, and across, stakeholder management, and self-confidence.
- Ability to problem-solve, create and maintain schedules, and be prepared and flexible.
- Establish positive and productive working relationships with members, guests, and staff.
- Work efficiently, both independently and as part of a team.
- Be organized, exercise sound judgment, perform detailed tasks, understand, follow, and give clear verbal and written directions.
- Must be able to reach, bend, stoop, stand, and lift up to 25 pounds.
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate each department at the organization's facilities.
- Moderate noise level in the work environment.
- Familiarity with Paylocity and Empower Systems is a plus.
- Availability to work weekends, evenings, and holidays as needed.
- Office is in the Main Clubhouse; required to visit Golf Course property regularly.

#### EDUCATION/EXPERIENCE

- A bachelor's degree or the equivalent years of experience in Human Resources or a related field. A master's degree is preferred.
- A minimum of seven (7) years of HR experience is required.
- SHRM-CP, PHR designation, or other HR-related certification preferred.
- Previous hospitality, member association, or private club experience is preferred.
- High level of proficiency in Microsoft Office Suite

#### REPORTS TO

Chief Operating Officer/GM

#### DIRECT REPORTS

Recruitment and Training Manager  
HR Coordinator



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#### THE CLUB OFFERS

\$145,000 - \$160,000 annual salary, commensurate with experience. Full medical and dental benefits, a holiday and vacation package, and a 401 (k) plan are offered. Relocation reimbursement is available if needed.

#### CLUB OVERVIEW

Piedmont Driving Club was founded in 1887 as a Gentlemen's Driving Club. Now in its second century, the Club continues to grow and prosper as a dynamic part of Atlanta's rich heritage and promising future.

The historic Main Clubhouse, located on Piedmont Avenue in midtown Atlanta, offers ultra-casual dining in the Horseshoe and Above the Horseshoe, casual dining in The Park Room, which overlooks Piedmont Park, and a formal a la carte experience in The Main Bar. The banquet space can accommodate private functions ranging from an intimate dinner to events for 800 or more people.

Athletic facilities include men's and women's health clubs, Har-Tru tennis courts, pickleball, squash, padel, and an Olympic-sized swimming pool. The Athletic department offers a variety of health and fitness programs for all ages.

In 2000, the Club opened a second facility for golf and recreation in southwest Atlanta. This 650-acre location offers an 18-hole Rees Jones-designed championship golf course and nine-hole par three course, a clubhouse with locker rooms, and a well-stocked 145-acre lake for fishing.

Piedmont Driving Club is committed to its employees, members, and communities through a thoughtful culture of service. The club has 2,250 members across all membership categories, and it is governed by a President and Vice President, along with five Board members.

#### CLUB DETAILS

- 2,250 total members
- \$20M Annual Dues Volume
- \$35M Gross Volume
- 7 Board Members
- 300 Employees
- 12 Standing Committees
- Website: <https://www.drivingclub.org/>

[CLICK HERE TO APPLY](#)