



TALISKER CLUB

Storied Management LLC – an affiliate of Storied Development, LLC, an established development, marketing and sales organization with private club communities throughout the continental U.S., Hawaii, the Caribbean and Mexico – is seeking a Sales & Membership Coordinator for its luxury, private residential, mountain golf and ski community in Park City, Utah – Talisker Club.

Talisker Club is Park City's only four-club, one-membership private home community presenting an incomparable collection of mountain, Main Street, backcountry and country clubs. It is situated in Utah's Wasatch mountain range, from the slopes of the Deer Valley® Resort to the valleys surrounding the Jordanelle Reservoir.

Please visit our website at: www.taliskerclub.com to learn more.

POSITION DESCRIPTION: Sales & Membership Coordinator

STATUS: Full Time, Year Round

REPORTS TO: Director of Membership

PURPOSE OF POSITION:

The Sales & Membership Coordinator plays a vital role in supporting the Club's resale market and Membership sales by working directly with outside realtors and prospective Members. This individual serves as the bridge between the real estate community and the Club, ensuring realtors have the tools, information, and experiences they need to represent the Club effectively. The role also guides prospective buyers through the Membership enrollment process, works closely with the Membership Contracts Manager and Member Services to support documentation and onboarding, and ensures a seamless introduction into the Club community.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Realtor & Resale Engagement

- Build and maintain strong relationships with local and regional real estate professionals.
- Act as the primary liaison for resale-related Membership inquiries.
- Provide realtors with up-to-date sales collateral, Membership information, and key talking points.
- Collaborate with Communications & Marketing to ensure consistent messaging and materials.
- Track leads and resale conversions and provide regular reporting.

Prospective Member Relations

- Guide prospective buyers through the Membership sales process tied to resales.
- Deliver personalized, timely communication and tailored Club tours.
- Collaborate with the Contracts Manager to coordinate new Member documentation and ensure accuracy throughout the onboarding process.

- Collaborate with Member Services to conduct new Member orientations and ensure smooth onboarding.
- Partner with all Club departments to align offers, messaging, and the overall new Member experience.

Sales Support & Coordination

- Develop and coordinate sales collateral (digital and print) with the Communications and Marketing team.
- Assist with brochures, and digital content supporting resale-driven Membership sales.
- Attend Club events as assigned.
- Maintain a deep knowledge of Club amenities, programs, and Membership information.

General Expectations

- Flexible schedule, with the ability to work evenings, weekends, and holidays as needed.
- Self-motivated, driven, and able to work independently with strong follow-through.
- Proactive in identifying opportunities and resolving challenges.
- Bonus: familiarity with golf and/or the ability to play, as this supports engagement with Members and realtors.

POSITION REQUIREMENTS:

- Bachelor's degree in Business, Marketing, Hospitality, or related field preferred.
- 2–4 years of experience in sales, real estate, private Clubs, or hospitality.
- Strong relationship management and networking skills.
- Excellent written and verbal communication.
- Organized and detail-oriented with the ability to juggle multiple priorities.
- Proficiency in CRM platforms, Microsoft Office, and digital communication tools.

BENEFITS AND PERKS:

- Medical / Dental / Vision / Health Savings Plan / Flexible Spending Account
- Life Insurance – Long- and Short-Term Disability
- Supplemental Insurances: Accident, Hospital Indemnity, Critical Illness
- Paid Time Off: Vacation & PTO Package; Designated Holidays
- 401(k) Retirement Plan and Employer Match
- Discretionary Bonus Program / Reward and Recognition Programs
- Employee Meal Program / Discounts on Retail
- Ski Passes & Golf Privileges

Interested candidates please visit <https://www.taliskerclub.com/careers/> and submit resume associated with position of interest.