



JOB POSTING
GEORGIA STATE GOLF ASSOCIATION

Title: Chief Administrative Officer

Reports To: Chief Executive Officer

Location: Atlanta, Georgia

About the GSGA

Founded in 1916, the Georgia State Golf Association (GSGA) is a 501(c)(3) not-for-profit organization. The GSGA serves as an Allied Golf Association to the United States Golf Association and is one of the largest amateur golf associations in the country with over 320 member clubs and 110,000 individual members. With a mission to serve and advance the game of golf in the state of Georgia, GSGA administers the World Handicap System, a course rating and measuring program, and annually conducts a full schedule of statewide competitions for men and women of all ages and abilities. Other services include statewide junior golf and adaptive golf programs, award-winning *Golf Georgia* magazine, management of the Georgia Golf Hall of Fame and a separate charitable foundation.

Position Summary

The Chief Administrative Officer (CAO) is a critical member of the GSGA's senior leadership team and a trusted strategic partner to the CEO. This role ensures that organizational strategy is translated into effective, aligned, and efficient day-to-day operations. The CAO helps facilitate cross-departmental initiatives, strengthens collaboration across the Association, and drives accountability on high-priority goals. Additionally, the CAO supports and refines operational systems that advance customer experiences, strengthens financial sustainability, and expands the organization's statewide reach and impact. The CAO will also oversee various day-to-day operational needs as well as key personnel functions such as recruitment, performance management, professional development, onboarding, and employee engagement.

Key Responsibilities

- Partner with CEO and Board of Directors to advance strategic priorities and ensure operational alignment with organizational mission and vision.
- Monitor, analyze, and report on key performance indicators and metrics to track progress toward organizational goals while staying informed about industry trends, technological advancements to identify opportunities for innovation, improvement, and enhanced administrative processes.
- Develop systems to monitor organizational effectiveness and accountability—e.g., dashboards and departmental performance metrics.
- Drive organizational initiatives that cross multiple departments, ensuring effective collaboration and communication.
- Implement systems and tools to streamline workflows, improve internal communication, and enhance productivity.
- Coordinate governance operations: board and committee processes, including meeting scheduling, agenda development, materials, and minutes.
- Work collaboratively with the CFO and CEO to monitor budgets, financial reporting, and resource allocation to ensure fiscal responsibility and sustainability.

- Develop and refine administrative processes to optimize office operations, data systems, and technology infrastructure.
- Supervise specific HR functions including recruitment, onboarding, performance management, compensation, and employee engagement.
- Improve professional development programs and training initiatives to enhance staff performance and engagement.
- Support compliance with all employment laws, insurance requirements and personnel policies.
- Manage the GSGA's physical offices, equipment, and IT services, including management of vendor contracts and relationships.
- Support philanthropic and partnership initiatives of the GSGA Foundation as needed.
- Oversee risk assessments, internal audits, insurance coverages, and emergency preparedness plans.
- Serve as a key liaison between Association leadership, employees, and external partners (e.g., key stakeholders, allied associations).
- Lead special projects and other duties as assigned by the CEO.

Knowledge, Education, Skills & Abilities

- Bachelor's degree in business administration, accounting, nonprofit management, or related field (Master's degree is highly preferred).
- Proven experience in a senior administrative role, with a strong understanding of organizational operations and strategy.
- Excellent communication skills, both written and verbal, with the ability to build relationships with diverse stakeholders.
- Strong leadership and team management abilities, with a focus on fostering a positive work environment.
- Experience leading key administrative and operations functions such as strategy, analytics, and performance metrics.
- Familiarity with technology trends and innovations that can enhance administrative efficiency.
- Demonstrated ability to manage change effectively and lead organizational initiatives.
- Proven success managing complex, cross-functional initiatives.
- Knowledge of the game of golf is a plus.

Work Environment

- The employee must be able to excel working both independently as well as part of a team environment.
- The position is based out of the GSGA's home office located in Atlanta, GA and requires the employee physically be present in the office during normal business hours unless traveling for business purposes.
- Additional hours may be required on weekends and during peak work periods such as competitions season.

Physical Demands

- This position most often works in an office environment and uses a computer, telephone, printer/copier, and other office equipment as needed to perform duties. This may include prolonged periods sitting at a desk and working on a computer.
- This position infrequently works in an outside golf course environment, spending several hours a day in various weather conditions.
- While performing the duties of this job, the employee is occasionally required to stand, walk, bend, and reach with hands and arms.

- The employee must occasionally lift and/or move up to 20 pounds.
- This position requires some travel (15–30 days a year) throughout the state of Georgia and situationally throughout the United States.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Mental Demands

- Regularly required to use written and oral communication skills with various audiences.
- Read and interpret data, information, and documents.
- Perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks.
- Interact with co-workers at all levels, vendors, customers, volunteers and occasionally the general public.

Compensation and Benefits

- Competitive base salary commensurate with qualifications and experience.
- Full benefits package including medical, dental, vision insurance with no waiting period.
- Association logo apparel provided.
- Retirement Plan with company matching.
- Paid Time Off.
- Mileage and Cell Phone Reimbursement.
- Golf privileges at Bobby Jones Golf Course.

To Apply

Interested candidates should email a cover letter and resume to HR@gsga.org. No phone calls please. Interviews for those selected will be conducted at the GSGA offices in Atlanta, Georgia as soon as practicable. The position will remain open until it is filled.

The Georgia State Golf Association is an Equal Opportunity Employer.

Disclaimer: The information portrayed on this job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee assigned to this job.