



## **JOB POSTING GEORGIA STATE GOLF ASSOCIATION**

**Title:** Director, Golf Development

**Reports To:** Senior Director, Golf Development

**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 Director, Golf Development is responsible for overseeing the day-to-day management of the Youth on Course Georgia program, Team Georgia which is part of the USGA's U.S. National Development Program (USNDP), and the GSGA Junior Golf Academy. The position assists with the association's junior tour, adaptive golf program and various player development programming. Additionally, the role will be involved in the ideation, implementation and evaluation of existing and prospective GSGA player development programming.

### **Duties and Responsibilities**

- Oversee Youth on Course Georgia program, including providing customer support to members and participating facilities, payment of monthly subsidies, and prospecting of new facility support while liaising with Youth on Course national office.
- Oversee Team Georgia, the state-level program of the USGA's U.S. National Development Program, including communication with and providing support to team members and planning and executing of team programming while liaising with the USGA USNDP staff.
- Oversee GSGA Junior Golf Academy, including site selection, scheduling, program curriculum, and while liaising with coaches, instructors and host sites.
- Assist with delivery of GSGA Adaptive Golf statewide programming, execution of the GSGA Georgia Adaptive Open and additional adaptive golf competitions.
- Assist Senior Director, Golf Development with execution of related deliverables for corporate partnerships and management of allied relationships.
- Support the Golf Development department in day-to-day activities of all associated programming.
- Assist in scheduling, planning and oversight of GSGA Junior Tour and Adaptive Golf related events.

- Provide administrative support for GSGA Junior Tour, Adaptive Golf and other association programming as needed.
- Assist in recruiting and training Adaptive Golf program volunteers and GSGA Junior Tour seasonal staff members as necessary.
- Additional duties assigned as necessary.

### **Qualifications**

- Minimum of three years' relevant work experience providing golf instruction, administering and conducting competitions and/or with adaptive golf programming is required.
- Bachelor's Degree, related experience and/or training, or equivalent combination of education and experience is required.
- Active membership of the Professional Golfers' Association of America (PGA of America) or Ladies Professional Golf Association (LPGA) is highly desired.
- Working knowledge of Rules of Golf and how to conduct a competition is preferred.
- Previous experience working with BlueGolf and/or Golf Genius products is a plus.
- Strong attention to detail, written and verbal communication skills, organizational skills and work ethic.
- Working knowledge of all Microsoft Office and Windows applications.
- Ability to prioritize and problem solve in a time sensitive environment.
- Demonstrated ability to think critically, provide analysis, solve problems, and collaborate with individuals at all levels inside and outside the organization.

### **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 often works in an outdoor environment spending several hours a day in various weather conditions.
- This position frequently 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.
- Physical demands include teaching and coaching the game of golf through organized instruction via individual and group settings, preparing for and administering a competition which may include course marking, determining hole locations, setting tee markers, loading/unloading of tournament supplies and equipment from a vehicle, and serving as a Rules official, all in various weather conditions including extreme heat, cold, wind and rainstorms.
- This position requires travel (approximately 30-40 days annually) throughout the state of Georgia and situationally throughout the United States.
- The employee must occasionally lift and/or move up to 50 pounds.

### **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**

- Salary range of \$60,000-\$70,000 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.
- PGA/LPGA Member Dues Reimbursement.
- 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](mailto: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 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.