



EMPLOYMENT OPPORTUNITY
NEW HAMPSHIRE GOLF ASSOCIATION

JOB TITLE: Director of Junior Golf & Tournament Operations

STATUS: Regular full-time employee

REPORTS TO: Executive Director

START DATE: February 1, 2018

JOB SUMMARY: The New Hampshire Golf Association seeks an experienced administrator to direct our junior golf program and to provide support at NHGA tournaments with a special focus on women's golf events. The incumbent should support all marketing, communications, and membership activities of the organization, to include junior golf website content and management, junior golf member communication, junior golf news releases and public relations, development of junior golf promotional materials, social media management, and member development programs. This position will lead the administration of the NHGA junior golf program as well as a number of women's golf tournaments and take on other duties necessary to carry out all activities of the NHGA, including assistance in course set-up, marking, and Rules officiating at NHGA events. Responsibilities will be amended and changed as needs arise.

GENERAL RESPONSIBILITIES:

Junior Golf/Tournament Administration

- Main point of contact with NHGA junior tour host courses
- Oversee growth of current junior tournament offerings to encompass more of the state and provide more playing opportunities for all junior players
- Administration of junior golf orientation and rules clinics to be held each spring
- Coordinate aggressive advertising and marketing of NHGA junior golf program, including stewardship of relationship with the Thorpe Family Foundation, title sponsor of the NHGA junior golf program
- Lead administrator of NHGA junior golf events; oversee interns who will assist in administration of events
- Assist Tournament Director with pre-event, on-site administration, and post-event duties at NHGA Championships
- Other tournament related duties as needed

Tournament Operations/Player Development

- Administration of women's golf events to include scheduling, marketing, and on-site staff in charge responsibilities
- Creation of new events aimed at engaging new or lapsed NHGA members and new golfers
- Work with allied golf associations to cross-promote tournament and other programs aimed at raising awareness about the game
- Annual attendance at USGA Rules School and IAGA conference

Membership Development/Other

- Participate in membership outreach programs, including fundraising programs, sponsorship, and partnership programs
- Attend Committee meetings as requested
- Assist in staff training and supervision of interns.
- Contribute to the development and maintenance of association databases
- Support of all departments and other activities and responsibilities as assigned

OFFICE HOURS: 8am to 5pm Monday – Friday, however hours vary depending on the time of year; must be willing to work early morning hours, weekends, and holidays during championship and events season.

QUALIFICATIONS AND EXPERIENCE:

Requirements

- College degree or equivalent preferred
- Previous experience in golf administration
- Self-motivated individual, strong work ethic and is an enthusiastic team player
- Ability to work unsupervised, work under pressure, and meet deadlines
- Excellent written and verbal communications skills, ability to communicate effectively and project a professional image at all times
- Strong attention to detail and ability to multi-task, often juggling multiple projects and deadlines
- Displays creativity and initiative, ability to work independently with minimal supervision and has sound judgment and decision-making capabilities
- Ability to take initiative and prioritize tasks; good time management and problem-prevention skills
- Exhibits a professional, business-like appearance and demeanor
- Willingness to travel and work long hours, often including overnight and weekends during the golf season.
- Able and willing to take on and learn additional responsibilities
- Ability to work effectively with a wide variety of volunteers

Technical Skills

- Proficiency and knowledge of USGA Tournament Management (USGA TM) and GHIN Handicap Program (GHP) software is preferred
- Working knowledge of the USGA Handicap System and Course Rating System
- USGA/PGA Rules of Golf Workshop attendance preferred
- Proficiency with Microsoft Office (Word, Excel, Access, PowerPoint, Publisher, Outlook)
- Experience working in multiple social media platforms

Physical Requirements

- Time spent at inside NHGA headquarters will be at a desk, remainder of time is spent at tournaments, events, seminars, meeting with clubs and members, and other travel as needed
- Ability to effectively communicate with co-workers, customers, and outside agencies by telephone and in person. Ability to lift/carry up to 50lbs.

OTHER QUALIFICATIONS

- Reliable transportation required with a valid driver's license.

APPLICATION DEADLINE: January 15, 2018

PROPOSED STARTING DATE: February 1, 2018

All candidates should submit a cover letter and resume prior to application deadline for full consideration. Candidates can apply by sending cover letter, resume, and references electronically to jobs@nhgolf.com. No phone calls will be accepted.

ABOUT THE NHGA: The NHGA is a 501(c)(3) non-profit organization dedicated to fostering the ideals and traditions of the game of golf in New Hampshire. The NHGA was established in 1905 to foster, promote, conserve, and administer the game of golf in the State of New Hampshire, as embodied in its ancient and honorable tradition. This includes handicapping, scholarships, tournaments, promotion of Junior Golf, promotion of the Rules of Golf, and any other activity reasonably related to the foregoing

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