



Montana State Golf Association

POSITION DESCRIPTION: Executive Director

Overview: The Executive Director is responsible for managing the affairs of the MSGA, which includes, but is not limited to, managing the day-to-day operations and finances of the Association, carrying out the mission and goals of the Association, and implementing programs that promote the game of golf in the state of Montana.

Duties and Responsibilities:

BUSINESS ADMINISTRATION

- Manage day-to-day operations of the Association based on the MSGA bylaws, regulations, and policies as established by the Executive Committee and MSGA Board of Directors. Regularly report to the Executive Committee.
- Accountable for all financial affairs of the MSGA and shall maintain proper internal controls to protect Association assets. Provide oversight to staff for invoicing and collection of club and handicap dues and tournament fees. Responsible for bill payment and managing all accounts and investments.
- Prepare and manage the annual budget with the MSGA Board President and Finance Committee.
- Work with the staff and MSGA Treasurer to periodically report the financial condition of the Association.
- Authorized to enter into contracts on behalf of the MSGA and will keep proper records of all business dealings.

GENERAL ADMINISTRATION

- Establish and implement employment and office policies and procedures.
- Responsible for the direction and performance of all members of the staff including interviewing, selection, salary assignment, education, and termination. Includes oversight of contracted outside agencies and the Boatwright Intern.
- Maintain supply inventories for all MSGA office and tournament activities.
- Organize and schedule Executive Committee Meetings, MSGA Board meetings (annual, semi-annual, and periodic), coordinate committee meetings, seminars, and education workshops. Arrange staff support for all committee chairs.
- Prepare (or oversee) and distribute all meeting agendas and reports. Maintain copies of all Board meeting minutes.
- Serve as a non-voting, ex-officio member of all MSGA committees. Assist Nominating Committee in identifying future Board members. Oversee scholarship programs.
- Oversee staff to keep Association website up to date. Manage media releases and newsletter contributors.

ASSOCIATION REPRESENTATION

- Attend and participate in PGA, USGA, GCSAA, and other industry meetings on behalf of the MSGA.
- Maintain professional relationships, and have MSGA representation, with leaders of other local, regional, and national organizations that promote the game of golf.
- Serve as the Association's primary spokesperson for media relations and between the Association and its member clubs.
- Seek out local opportunities to collaborate on and promote growth of the game, as well as MSGA activities.

TOURNAMENT MANAGEMENT

- Manage all aspects of MSGA tournaments and USGA Qualifiers in Montana.
- Develop the upcoming tournament schedule, including securing tournament sites in advance for each of the MSGA tournament events.

- Oversee staff in management of tournament software in relation to registration, setting up, and running the event(s), including determining Pace of Play and Division/Flight setup, scoring, and posting the leaderboard(s).
- Conduct site visits in preparation for tournaments and coordinate with host club management, tournament committee, and staff. Develop and follow the event budget, including formulating the prize structure and payout, and preparing trophies, etc.
- Work with the MSGA Competition Committee and the local Tournament Committee for each event to oversee and schedule volunteers, including on-course rules officials, starters, and scorers.
- Work with local Superintendent for all aspects of course set-up, including marking the course and selecting hole locations and yardages.
- Serve as Official in Charge at all MSGA tournaments.

ASSOCIATION ACTIVITIES

- Ensure member clubs receive proper service and attention in regards to handicapping services, course rating, and tournament management support.
- Oversee and maintain the Association's USGA service offerings, to include proper club compliance, recommended best practices, and educational offerings in accordance with USGA guidelines.
- Create and deliver presentations for member clubs on USGA service offerings, Rules of Golf, and other topics as needed.
- Recruit, train, educate, and supervise volunteers to ensure association goals are met.
- Ensure all Association events and activities are conducted with a high quality, professional manner.
- Work with MSGA Board President to ensure that Association activities are aligned with short and long-range objectives of the MSGA Board.

DEVELOPMENT

- Oversee the creation and maintenance of all MSGA communication platforms including social media, tournament information pages, and the MSGA website. Monitor annual calendar of events and promotions in accordance with other industry initiatives and campaigns.
- Responsible for procurement and stewardship of all member and member club benefit partnerships.
- Maintain records of all partnership materials; ensure proper execution of contracts.
- Continually evaluate industry programs, partnership, and sponsorship opportunities available, recommending any that are suitable with the goals of the MSGA to the Executive Committee. Explore ways to expand or develop new methods of fundraising.
- Continually evaluate technology vendors and opportunities to improve Association membership retention and promote membership growth.

Skills Required:

- Excellent verbal and written communication skills. Ability to relate to and communicate with a variety of audiences within the golf industry.
- Strong attention to detail, problem solving, and ability to multi-task; a self-starter.
- Business administration skills, including experience in developing budgets and managing finances.
- Strong computer skills, including a preferable working knowledge of Microsoft Office, social media platforms, Quickbooks or other accounting software, Adobe products, or similar programs for use in daily operations.
- In-depth knowledge of the Game of Golf and strong understanding of the golf industry.
- Knowledge of golf administration to include the Rules of Golf, Rules of Amateur Status, course rating and handicapping, and tournament administration. Ability to oversee others.
- Personal commitment to the success of the Association's staff, events, and general activities.
- Flexible schedule, including nights and weekends, as required. Ability to travel throughout Montana as needed to fulfill job requirements, including some overnight stays, primarily during the golf season.
- Must have a secure location to work from with adequate storage for Association supplies and materials. A home office is acceptable, but an outside office will also be required as the physical address of the MSGA.

Physical Requirements:

While performing the duties of this job, the employee is continuously required to talk and listen. The employee is frequently required to sit, stand, and walk on uneven ground. Specific vision abilities are required, including close and distant vision. The employee is occasionally required to lift 25+ pounds. The employee is frequently indoors in a controlled environment with low noise levels and frequently in an outdoor, uncontrolled environment.

Compensation and Benefits:

The Executive Director position is full-time. A compensation package is commensurate with experience. Range \$60 - \$75K. MSGA logoed apparel is provided. Expense reimbursement will include cell phone, monthly travel expense, business meals, and hotel expense. Must provide own vehicle.

Application Opening and Deadline:

Application for this position opens on September 15, 2021 and closes September 30, 2021. Applicants should submit a cover letter, resume, and at least 3 references by the closing date, using ONLY the online application at www.msgagolf.org/job-applications. Please do not send anything by mail or email. Anticipated start date is April 1, 2022.

The MSGA will follow up with applicants in October, whether or not they have been chosen for an interview.

Disclaimer: The information portrayed on this job description has been designed to indicate the general nature and level of work performed by 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.