



ALABAMA GOLF ASSOCIATION

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EMPLOYMENT OPPORTUNITY

Position: Executive Director

Job Summary: Exciting opportunity to oversee two leading golf organizations in a dual role as Executive Director of the Alabama Golf Association (AGA) and the Southern Golf Association (SGA). The Alabama Golf Association is a growing 501(c)(3) non-profit organization and USGA Allied Golf Association, that seeks an individual to provide visionary leadership, strategic planning, fiscal management, and relationship building for the 109-year-old association. The Southern Golf Association (SGA) is also a 501(c)(3) non-profit organization that annually conducts the Southern Amateur Championship which is one of the top men's amateur events in the world along with the Southern Junior Championship. Expected time split is 80% AGA, 20% SGA.

Start Date: October 1, 2024 (flexible based upon candidate)

Location: Hoover, AL

Reports To: Alabama Golf Association Executive Committee

Alabama Golf Association

Requirements:

- Responsible for all activities and setting the vision of the AGA, including the development, promotion, and operation of the organization and the achievement of its mission to serve and promote amateur golf in the State of Alabama.
- Serve as the "face" of the Alabama Golf Association, nurturing relationships with members, allied associations and corporate partners.
- Supervise and direct a full-time staff of six individuals plus five seasonal interns to deliver the association's services that includes handicapping, championships and tournaments, course rating, education, USGA qualifying, college scholarships along with youth initiatives such as Youth on Course and Junior Golf Alabama.
- Work closely with all departments across the United States Golf Association (USGA) to ensure core services as outlined in the AGA Agreement are met and exceeded via agreed upon Key Performance Indicators (KPIs).
- Strong tournament administration, organizational, planning, time management, problem-solving and team-building skills.
- "Can-Do" attitude with a dynamic personality to motivate the staff, volunteers and board members.
- Possess "Golf IQ" with authentic written, verbal, public relations, and conflict resolution skills.
- Work extended hours including weekends, early mornings, and overnight travel, specifically during peak tournament season throughout Alabama and occasionally to other states based upon events and national meetings/seminars by both car and airplane.
- Use job related-related software including Microsoft Office products, QuickBooks, HubSpot, USGA Admin Portal and Golf Genius Software.
- Attend USGA/PGA Rules of Golf Workshops with goal to achieve and maintain Expert certification (90+ exam score) along with Rules of Handicapping Certification.
- Learn and understand the USGA Handicap System, Rules of Handicapping and Course Rating System.
- Live in the Birmingham/Hoover, AL metro area and physically be present in Alabama Golf House during normal business hours unless traveling for business purposes.
- Agree to a potential background check before employment begins.

Qualifications and Responsibilities:

- Thorough understanding of financial planning and statements, budgeting, cash flow management, annual 990 tax filing and investment policies.
- Establish best-in-class processes to elevate organizational efficiency and drive critical initiatives.

- Serve as an outstanding people leader, team builder, and developer of talent, with a passion for coaching and developing best practices for a strong winning team culture.
- Develop and oversee the Association's policies, goals, and initiatives, ensuring alignment with the organization's vision, mission, and values.
- Oversee the recruitment, retention, assessment, and separation of staff members.
- Possess the emotional intelligence to promote a dynamic and inclusive work environment; engage in active listening and collaboration; exhibit a service-oriented approach towards both clients and colleagues; cultivate an open-door policy for all employees; actively solicit fresh ideas from employees, stakeholders, and clients.
- Work with the President and staff in planning and administering all meetings of the Executive Committee and the Association annual meeting.
- Advise the volunteer Board of Directors and Executive Committee in the development of the Board's agenda, strategy, and oversight.
- Collaborate with the Executive Committee to enlist and maintain board members and ensure timely and efficient communication with the board.
- Innovate marketing strategies to attract and engage members, sponsors, and partners. Leverage digital platforms, social media, and traditional marketing channels to promote AGA programs and initiatives.
- Lead fundraising efforts for the Alabama Golf Foundation to support the various initiatives already under its umbrella.

Southern Golf Association

Responsibilities:

- Operate the day-to-day operations of the organization with the Alabama Golf Association staff.
- Serve as an elected board member and officer as the Executive Director on the Executive Committee.
- Responsible for all aspects of elite-level tournament administration including entry forms and policies, registration management through Golf Genius, player communications, course marking and set-up including tee and hole locations, notice to players, scoring, code of conduct and pace of play.
- Work with the President and staff in planning and administering all meetings of the Executive Committee, sub-committees and the Association Annual Meeting.
- Prepare annual budget, financial statements, membership reports, oversee investment account with the Treasurer and work with accountant on annual 990 tax filing.
- Coordinate on-site championship details with host facility staff and committees.
- Provide marketing and pitch deck materials for future sites and sponsorship procurement.
- Serve as the primary liaison with sponsors and vendors.
- Ensure website and social media channels contain current information.
- Develop championship-specific logos and make sure branding guidelines are followed.
- Administer the Association's Annual Meeting, Southern Junior and Southern Amateur Championships.
- Work closely with the Competition Committees to select and recruit participants for each championship.
- Record and track director activity levels and 1902 Club donor giving.
- Represent SGA at pertinent meetings and events.

Education and Experience:

- College degree or equivalent (i.e., military service).
- Minimum of 5 years of golf administration or professional leadership experience including general management responsibilities.
- Demonstrated record of handling multiple duties and responsibilities successfully.
- Experience in fundraising, donor relations, and sponsorship procurement preferred.

Physical Demands:

- Lifting and carrying equipment up to 50 pounds.
- Standing and walking for extended periods.
- Ability to endure long periods of time outdoors in all weather conditions.
- Must have a driver's license with ability to operate company vehicles (Ford Transit 350 Vans) and golf cart.

Compensation and Benefits:

- Salary based upon experience and qualifications with annual salary review and bonus program.
- Paid Time Off (PTO) (vacation/sick leave), paid holidays and generous off-season work schedule.
- Full benefits package paid by the AGA that includes BlueCross BlueShield medical, dental, vision, long-term disability, life insurance, and AAA membership.
- SEP-IRA Retirement plan (after one year vesting period).
- Honorary country club membership.
- Paid cell phone plan (upon transfer of phone number to company Verizon plan) and laptop computer.
- Association provided apparel.
- Use of company vehicle fleet.
- Company credit card for business-related travel and expenses.
- Moving expense stipend.
- Paid professional training seminars (e.g., USGA Seminars, IAGA Conference).

Application Instructions:

- Deadline for applications is Monday, August 12, 2024.
- Combine cover letter, resume, and any additional materials into one (1) PDF file with the following name: “AGA Executive Director Position Application - Name”.
- Send application information via email to AGA Search Committee (careers@alabamagolf.org) with “AGA Executive Director Position Application - Name” in the subject line.
- No phone calls please. Candidates will be notified of their standing in the search as soon as practicable.

The Alabama Golf Association is an EEO – Equal Opportunity Employer**About the Alabama Golf Association (AGA):**

The Alabama Golf Association is a 501(c)(3) not-for-profit educational organization founded in 1915 whose mission is to serve and promote amateur golf in Alabama. AGA membership consists of 120 member clubs represented by over 29,000 individuals. The activities and services of the Alabama Golf Association are governed by a Board of Directors consisting of Alabama golfers who wish to serve the game and the association through service. A full-time professional staff of seven individuals handles day-to-day activities.

Based in Hoover, the AGA is the USGA's Allied Golf Association in Alabama conducting national championship qualifying, administering the World Handicap System including the GHIN Handicap service, course & slope rating, and Rules of Golf & Handicapping education. The AGA annually conducts 24 championships; team match competitions for men, women, junior and seniors; and AHSAA high school golf championship. The AGA manages the Junior Golf Alabama program that is a joint venture between the AGA and Alabama-NW Florida PGA Section.

In addition to competitions, the AGA administers the AGA Scholarship Fund through the Alabama Golf Foundation that is dedicated to assisting young golfers in higher education. Additionally, the Alabama Golf Foundation supports the Youth on Course Alabama program providing facility access to junior golfers and provides funding for the Alabama Turfgrass Research Foundation. In 2016, the AGA earned the Gold Tee Award for “Outstanding Tournament Operations – Small Association” by the International Association of Golf Administrators (IAGA).

For more information about the Alabama Golf Association, visit www.alabamagolf.org.

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About the Southern Golf Association (SGA):

The Southern Golf Association, founded in 1902, is one of the oldest golf organizations and serves member clubs over a 15-state area. The SGA annually hosts the Southern Junior Championship as well as the storied Southern Amateur Championship which is one of the top men’s amateur events in the world. SGA is a founding member of the Elite

Amateur Golf Series that was created to challenge the best of the best in amateur golf bringing together the top amateur championships in a collective series of competitions, the Elite Amateur Cup. The 1902 Club is the fundraising arm of the association.

Through the years, SGA Champions have been chosen to represent various state golf associations in selected team competitions, including the Walker Cup and World Amateur Team. Many past and present top level tour players have competed and won the Southern Amateur such as Bobby Jones, Ben Crenshaw, Justin Leonard, Harris English and Webb Simpson to name a few.

The SGA is governed by a Board of Directors of up to 45 members that represent the association's geographic footprint. Six officers and the staff from the Alabama Golf Association oversee the day-to-day operations.

For more information about the Southern Golf Association, visit www.southerngolf.org

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