



**PGA**

New England Section

## **New England PGA New Hampshire Chapter Operations Manager**

The New England Section, PGA is one of 41 Sections of the PGA of America, the world's largest working sports organization. The New England PGA is the 9<sup>th</sup> largest Section in the country, including the states of Maine, New Hampshire, Vermont, Rhode Island as well as the eastern 2/3 of Massachusetts. With over 1000 PGA Members & Apprentices working at more than 500 golf facilities across the region, the Section is responsible for managing various programs including employment, education, marketing and member tournaments.

The New Hampshire Chapter Operations Manager will be responsible for administering all New Hampshire Chapter tournaments. It is a seasonal position under the direction of the New England PGA Executive Director. The Operations Manager will work closely with the New Hampshire Chapter Board of Directors to ensure proper and consistent delivery of programming with an emphasis on the Chapter tournament program. The Operations Manager will occasionally be required to assist at New England Section major tournaments (NEPGA Championship or Section events taking place within the Chapter).

The immediate supervisor is the Section Executive Director.

### **Responsibilities:**

- Coordinate and administer New England Section New Hampshire Chapter events with host PGA Professional, F&B Manager, rules officials, volunteers and staff. Monitor collection of on-line entries, produce tee times for tournaments, distribute to membership
- Implement policies and procedures set forth by the New Hampshire Chapter
- Tournament administration on-site at New England Section New Hampshire Chapter events
- Prepare tournament schedule in coordination with Tournament Chair
- Prepare yearly budgets for the New England Section New Hampshire Chapter
- Review financial data with PGA of America to ensure accurate Profit & Loss statements, maintain financial data as required by IRS and PGA
- Solicit and collect partnership revenue and maintain good working relationship with each partner to ensure their satisfaction
- Manage Chapter communications including website, social media and procurement of monthly newsletter article
- Produce & manage event production in tournament software BlueGolf
- Prepare and present an overview of Chapter activities at the Spring and Fall New Hampshire Chapter meetings
- Maintain and verify PGA membership classifications and recertification status for members to ensure eligibility for New England Section New Hampshire Chapter events
- Assist New England Section Tournament Staff when needed
- Other duties as assigned

### **Experience / Qualifications:**

- Enthusiastic individual with strong knowledge of the game of golf and its Rules, excellent organizational skills; extensive computer literacy; tournament software experience preferred (Blue Golf); excellent communication, social media, and interpersonal skills, including writing and speaking; willingness to travel, and strong desire to make golf administration a career. Golf tournament operations experience required. PGA affiliation or PGA association experience and bachelor's degree preferred.

### **Compensation:**

Salary Range: \$25,000 with annual bonus potential based on chapter & personal performance

Phone & Internet Reimbursements

Section Laptop provided, Tournament Administration Equipment & Supplies also provided

Mileage & Meals covered for event travel days

Seasonal Position requiring ~20 hours per week. The tournament season is April – October.

### **RESUME DEADLINE: September 12, 2019**

Please send resume & cover letter to (electronic delivery is preferred):

Michael J. Higgins, Executive Director

[mhiggins@pgahq.com](mailto:mhiggins@pgahq.com)