



EMPLOYMENT OPPORTUNITY

The South Dakota Golf Association (SDGA) is the governing body of amateur golf in the state of South Dakota. The SDGA conducts a full schedule of 15 state championships, 21 junior tour events and six USGA Sectional Qualifying events. In addition, the SDGA supports the South Dakota High School Activities Association at its six state championships. The SDGA is governed by a volunteer Board of Directors made up of men and women who meet twice annually. The day-to-day operations of the association are currently conducted by a staff of two, including the executive director. The SDGA has more than 12,000 individual members and 90 member clubs.

POSITION: Executive Director

SALARY: Negotiable based on experience and qualifications

BENEFITS: The SDGA offers Major Health Care, life insurance and 401k.

AVAILABLE: After August 1. Start time is negotiable, though a preferred start time is October 1, 2018.

APPLICATION DEADLINE: Friday, July 15, 2018

LETTER OF INTEREST AND RESUME: Include the following information in letter of interest:

- Past Performance and Experience;
- Strengths in Relation to the Outlined Responsibilities and Duties;
- Ability to Communicate with Multiple Stake Holders;
- Proven Time Management and Organization Skills.

Send letter of interest and resume via e-mail only to: mbouchie@mit.midco.net
Please state Executive Director Position in the subject line.

PRIMARY RESPONSIBILITIES

1. Administration - Responsible for the administration of all SDGA programs (Handicapping, Rules and Competitions, Course Rating, etc.) as well as the fiscal well-being of the Association. Manage the day-to-day operations of the office.
2. Head of Staff - Responsible for the organization, staffing and direction of all staff members. Serve as the SDGA's personnel director with the ultimate responsibility for hiring, evaluating, and dismissing employees. Recommend personnel and salary review needs to the Board of Directors.
3. South Dakota Junior Golf Foundation – The SDGA provides administrative support for the South Dakota Junior Golf Foundation which is the 501 (c) (3) arm of the SDGA. The South Dakota Junior Golf Foundation supports The First Tee of South Dakota, as well as offers scholarships to graduating seniors who plan to attend college in South Dakota. The executive director of the SDGA will work with the Board of Directors of the South Dakota Junior Golf Foundation and will oversee administrative and fundraising initiatives for the Foundation.
4. Tournament Administration - Oversee the implementation of all SDGA competitions. Coordinate and secure tournament sites, including planning, set-up, and on-site administration of competitions.
5. Finance - Administer and monitor an annual fiscal budget, approved by the Board. Establish and monitor accounting controls to safeguard the assets and promote efficiency and accuracy of the accounting records. Provide the Board with financial information and/or reports as requested.
6. Handicapping - Oversee the SDGA's handicapping system. This includes ensuring individual club compliance with USGA requirements, addressing and assisting in the resolution of problems that arise in the operation of the handicap vendor system and maintaining computing hardware at each of the member clubs throughout the state.
7. Course Rating - Staff and oversee each course rating team to ensure that all SDGA clubs are properly measured and subsequently rated in accordance with USGA Course Rating requirements. This includes making sure the results are properly calculated, reviewed, published and distributed in a timely fashion.
8. Communications - Oversee all communications and member services to improve the flow of information between the SDGA, members and member clubs.
9. Planning - Responsible for planning for the achievement of long-range objectives of the SDGA in conjunction with the Board of Directors.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Serve as the SDGA's chief spokesperson.
- Responsible for liaison with the President, Executive Committee and Board of Directors.
- Organize and schedule SDGA meetings and other special events.
- Coordination of South Dakota Golf Hall of Fame activities.
- Organize/conduct seminars and workshops on handicapping and rules of golf.
- Establish, develop, maintain and promote good relations with the media.
- Establish, develop, maintain and promote good working relations with the Minnesota, Nebraska and Colorado sections of the PGA and other golf organizations.
- Promote SDGA membership.
- Administer the Amateur Status Reinstatement service.
- Oversee all administrative issues concerning payroll, payroll taxes, insurance and employee benefits.
- Help promote golf in general throughout the state.
- Perform other duties as directed by the President or Executive Committee.

DESIRED SKILLS AND KNOWLEDGE

The SDGA is looking for a motivated individual with the following skills and knowledge:

- Strong organizational, promotional and management skills.
- Excellent interpersonal and communication skills.
- Working knowledge of golf administration.
- Related education and training is preferred.