



Women's Metropolitan Golf Association

- POSITION:** Tournament Manager – Full Time Position
- PERIOD:** Open until Position Filled
- LOCATION:** Elmsford, New York (25 minutes from New York City)
- JOB DESCRIPTION:** Full time position responsible for execution of WMGA golf tournaments across the tri-state area. Working within an office staff, volunteer Board of Directors and 2,300 women member organization to promote women's and junior golf initiatives. Manage 1-2 interns in the deployment of the tournaments and other golf related activities.

RESPONSIBILITIES:

- Coordinate and conduct all WMGA tournament activity of 30+ events in the Met Area (May to October)
- Prepare all necessary documentation for players, volunteers and the host club in addition to on site tournament administration the day(s) of the event
- Prepare documentation for membership renewal and team matches during the off season
- Financial responsibility for all tournament activity
- Lead the deployment of CRM, WMGA website and communication content and manage social media including Twitter, Facebook, Instagram and other digital platforms
- Hire, train and manage golf interns and recruit, train and supervise tournament volunteers
- Develop programs and generate ideas that are appropriate and effective for the WMGA and its mission

KEY QUALITIES:

- Demonstrate leadership skills to be able to gain the respect of and to lead office staff and volunteers
- Highly organized, with the ability to establish clear priorities, delegate to staff and volunteers
- Ability to prepare clear and concise written reports and communicate clearly, one-on-one or with large groups
- Ability to work with Board of Directors to implement vision and obtain long-term strategic plans;
- Exhibit self-initiative and work in a well-organized and competent manner
- Passion for golf and golf administration, love of the game
- Desire to ensure continued relevance of junior girls and women's amateur golf and long-term sustainability of the organization
- Desire to broaden the membership base, diversify and strengthen revenue profile
- Knowledge of the Rules of Golf, Rules of Amateur Status and how to conduct a golf competition
- Familiarity with golf game, sports industry and non-profits a plus

REQUIREMENTS:

- College degree
- A minimum of 1-3 years in golf administration and/or directing golf competitions preferred
- Experience working in a small office, service oriented environment
- Experience with Golf Genius preferred
- Solid computer skills including Microsoft Office programs (Word, Excel, PowerPoint), Adobe along with Social Media vehicles (Facebook, Twitter, Instagram) and CRM tools such as MailChimp and Survey Monkey
- General knowledge in the Rules of Golf, and USGA's How to Conduct a Competition, PGA/USGA Rules of Golf Workshop attendance

BENEFITS: Salary commensurate with experience plus job-related expenses, health insurance, simple IRA, paid vacations and holiday

DEADLINE to APPLY: Open until Filled

SEND RESUME TO: Sarah Relyea, Executive Director
Women's Metropolitan Golf Association
49 Knollwood Road, Elmsford, NY 10523
EMAIL: srelyea@wmga.com
Please submit resume, cover letter and list of a minimum of two references.