



IOWA GOLF ASSOCIATION Career Opportunity DIRECTOR OF COMPETITIONS

The Iowa Golf Association is seeking an individual to take the lead on the administration of IGA Championships, USGA Qualifiers, and administering and interpreting the Rules of Golf.

ABOUT THE IGA:

The Iowa Golf Association is the governing body for golf in the state of Iowa and exists as a non-profit organization that works to preserve, protect and promote the best interests and spirit of the game. As “caretakers” of the game we work to preserve the rich history of golf in our state and to provide numerous services that benefit all that play the game in Iowa. We are a non-profit organization with over 21,000 individual members and approximately 200 member golf clubs and courses.

JOB OBJECTIVE: To maintain and develop the highest standards of Championship and Qualifier administration, as well as Rules of Golf knowledge, and to provide a high level of support for the USGA Tournament Management software (Golf Genius) to IGA member clubs. This includes the maintenance and development of the IGA Tournament Volunteer Program as well as Player of the Year competitions.

PRIMARY DUTIES AND RESPONSIBILITIES

CHAMPIONSHIP / QUALIFIER ADMINISTRATION

Responsible for general management of all IGA Championships and USGA Qualifiers

- Serve as the Official-in-Charge at IGA Championships and USGA Qualifiers, unless otherwise assigned.
- Coordinate with IGA E.D. in obtaining and scheduling sites for IGA Championships and USGA Qualifiers
- Draft and distribute staff assignments schedule for working IGA Championships and Qualifiers.
- Draft all entry forms, updating yearly information as needed
- Coordinate the generation and distribution of memos to contestants, pairings and starting times for all IGA championships and USGA qualifiers
- Update and produce annual IGA Local Rules and Conditions of Competitions information.
- Serve as staff liaison to Rules and Competitions Committee and Women’s R&C Subcommittee and their respective chairpersons to update and coordinate all IGA Championship Policies and Procedures. Also responsible for scheduling and coordination of semi-annual meetings of the R&C Committees.
- Schedule and make preliminary site visits as needed for IGA competitions to coordinate course marking and general set-up with golf professionals, superintendents and general managers at host facilities.
- Coordinate all IGA tournament supply and clothing orders.
- Supervise procurement of all trophies and awards.
- Create all IGA Championships, USGA Qualifiers & other events in USGATM, including setting up online entries.

MEMBER PLAY DAYS

- In charge of all aspects of the Member Play Days for IGA members.
- Work with all IGA staff members to coordinate all scheduling with host clubs.
- Coordinate all preparations for and administration of the events.

RULES OF GOLF

- Maintain an excellent knowledge of the Rules of Golf
- Coordinate and conduct Rules Seminars and other tournament volunteer training
- Develop new initiatives for educating IGA membership on the Rules of Golf
- Recruit/train/maintain IGA volunteers on tournament administration and the Rules of Golf

PLAYER OF THE YEAR / ADDITIONAL POINT EVENTS

- Serve as staff liaison to “Additional Sanctioned Point Events”
- Coordinate annual Point Event Summit meeting
- Coordinate the compilation of IGA Player of the Year Points Systems for Men’s and Women’s Open, Senior, Super Senior and Junior divisions, including various select team competitions.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Lead staff member for USGA Tournament Management (Golf Genius) support to member clubs & courses.
- Work with, train and supervise IGA Interns on assigned projects specific to Championship activities.
- Work on any other special projects as may be assigned from time to time by the IGA E.D.
- Attend and promote the mission of the IGA and IGA Foundation at various functions as assigned.

SKILLS

- Excellent leadership and interpersonal skills
- Experience recruiting, training and managing volunteers
- Good organizational skills and detail oriented
- Experience in general association management and working with a Board of Directors, committees, and volunteer base preferred
- Excellent written & verbal communications skills
- Team player, motivated by overall success of association
- Experience in managing and developing budgets preferred
- Experience in program and tournament management

COMPENSATION & BENEFITS

The Iowa Golf Association will provide a compensation and benefits package commensurate with experience and qualifications. This includes but not limited to: (All benefits are per association policy).

- Competitive base salary
- Individual Health and Dental insurance
- Matching Simple IRA retirement plan (after two years of full employment)
- Cell phone fully covered

Physical Requirements & Other:

- Heavy lifting of objects weighing up to 50 pounds when setting up and breaking down equipment and other related items at championship sites
- Extended periods of time both standing and sitting both indoors and outdoors
- Must have a valid Driver’s License and be able to drive and operate association vehicles, golf carts, etc.
- This position is required to work some weekends
- This position frequently has overnight travel with extended trips over multiple days
- This position can expect approximately 25-40 days of travel per year

APPLICATION INSTRUCTIONS:

Application Deadline: **Wed, October 14th, 2020**

Please email a cover letter, resume and any other supporting materials to cpitts@iowagolf.org - or you can send them to:

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