Position: Manager, Tournament Operations  
Status: Full time, Non-Exempt Employee  
Report: Tournament Director Korn Ferry Tour and Tournament Manager, Amateur Golf  
Start Date: March/April 2020  
Location: Dallas, TX.

Anera Sports - Event Management Division: owns and manages golf championships on behalf of ourselves and other third parties. These events include both professional and top-level amateur championships conducted across the country.

Anera will be the Host Organization for a new Korn Ferry Tour event commencing in April of 2020. As such, Anera will have overall operational responsibility, promoting the championships, funded via sponsorship sales, conduct the Pro-Am event and any related tournament events.

Anera Sports currently manages the business operations of the Trans-Miss Golf Association and Turf Scholarship Fund. The Trans-Miss currently conducts three annual championships and board meetings along with overseeing the operations of the Turf Fund, which provides scholarships and internships to students pursuing a career in golf course agronomy.

Anera also manages the business affairs of the Amateur Golf Alliance, which conducts several championships and raises funds to promote amateur golf including a player development platform, provides funding for practice squad members of both the US Walker Cup & Curtis Cup teams along with conducting the Concession Cup, AGA Women’s National Championship, and the East-West Matches.

ABOUT THE JOB: This position will be a Coordinator of Tournament Operations for Anera Sports, with specific duties of working with the team on high profile championships managed by the company. We are seeking an individual that has experience in operating championships at the highest level in the most professional manner both inside and outside of the ropes. This position will support our efforts of our Korn-Ferry Tour event in April and at the amateur championships managed by Anera.

SKILLS FOR SUCCESS:

COMMUNICATION: This position must have clear and understandable verbal and written communication skills within both the organization and the public arena. He/she must be comfortable and successful in both one-on-one and larger group settings.

MANAGERIAL: The dynamics of the championship operations will require a highly organized person able to work with staff, contractors and volunteers in the execution of both daily tasks but also the strategic planning of our championship schedule. Critical thinking skills and an innovative approach to problem solving are essential traits for a successful candidate.

QUALIFICATIONS:
- Proficient in Microsoft Office Suite
- Proficient in Social Media Platforms (Facebook, Twitter, Instagram, etc.)
- Experience with CRM systems
• Knowledge and passion for golf
• Valid Driver’s License
• Ability to walk, work outside and carry up to 25lbs of equipment
• Ability to work weekends, evenings, early morning as required along with extended schedules on and around championships weeks.
• Travel required
• Self-directed with strong work ethics
• Understanding of and commitment to the goals, standards and expectation of Anera Sports.
• Willing to be part of an entrepreneurial and growing company while playing a vital role in its growth.
• Rules of Golf knowledge a bonus

COMPENSATION
Annual compensation will be competitive and based upon experience and qualifications. Base salary and incentive compensation. An excellent benefits package will be provided including health insurance & phone stipend.

Please send cover letter, resume, references and salary expectations/rationale to:

Rob Addington
Raddington@anerasports.com
Anera Sports, LLC
13760 Noel Rd., Ste. 327
Dallas, TX. 75240
www.anerasports.com

Open until filled
Start date no later than April 1st