About Sun Country Golf House

The Sun Country Golf House is an alliance of the leading golf-related organizations in the general areas of New Mexico and West Texas. The alliance of these associations makes this entity the epicenter for golf in our area. The Sun Country PGA is the governing body for the PGA Golf Professionals in the region while the Sun Country Amateur Golf Association is the allied association for the USGA and the amateur golfers in the region. With the blessing of each group’s Board of Directors, the two organizations have combined staffing and resources in the form of the Sun Country Golf House. This allows the two groups to cast a wider net of influence while furthering additional goals together, specifically growing the game of golf. Educating the public on the organizations, providing a great tournament schedule for professionals and amateurs alike, executing a junior tour for youth golfers, making New Mexico and West Texas a national golfing destination and generally improving and promoting the game of golf are the focuses of this collaboration. The two associations also co-own the Sun Country Junior Golf Foundation while the SCAGA also owns the U.S. Senior Challenge which is a national amateur championship for senior golfers.

POSITION PROFILE

To manage the daily operations of the USGA’s and PGA of America’s regional governing bodies for golf in New Mexico and West Texas, the co-owned junior golf foundation and the U.S. Senior Challenge.

JOB OBJECTIVE

- Lead the charge for the regional governing bodies of golf in New Mexico and West Texas for amateur, professional and junior golf.
- Coordinate and operate responsibilities as the regional partner for the United States Golf Association and the PGA of America.
- Contribute to the long- and short-term policy making process for Golf House entities and implement resulting policy once authorized.
- Establish and maintain quality standards within the Golf House.
- Promote the SCGH and its services appropriately within the traditions of the game of golf and its purpose within the region.
- Serve as official host of the SCGH when interfacing with guests, outside groups, member clubs, courses and committee people.
- Interface effectively with the local, regional and national golf communities and their golf organizations.
- Interface effectively with local, state and regional governments to promote and educate in regard to the game of golf and its importance and roles in our communities.
- Assist the Board of Directors for the SCSPGA, SCAGA, SCJGF, and USSC to providing direction for the associations while helping schedule and attend all SCGH committee meetings, providing information and helping coordinate committee activities.
- Ensure the SCGH is in compliance with federal, state and local legal requirements and the Executive Committees and SCGH Directors are kept informed regarding matters of this kind.
- Manage the SCGH office and headquarters professionally.
LEADERSHIP REQUIREMENTS
• Adopt and execute player development programming for associations and foundation.
• Organize and manage tournament programs for SCSPGA, SCAGA and SCJT including scheduling, promotion, site selection and execution of events.
• Mentor staff on GHIN, Golf Genius software, BlueGolf, the Section SMS Program and Rules Education.
• Manage Player of Year Program and use to help promote tournament program and identify and manage player recognition and build competition teams that represent the associations.
• Manage and administer USGA Handicapping system as regional partner for all member clubs including education, maintenance and supervision.
• Manage media relations efforts while forming solid relationships with media outlets/members in an effort to effectively promote the associations.
• Build sponsor recruiting strategies and form relationships in order to monetarily supplement tournaments and other programs.
• Organize and manage course rating efforts, club interaction in regard to ratings and rating volunteer recruitment.
• Organize and manage all GHIN handicap system operations including compliance, education and customer service provide to member clubs.
• Build and execute all education requirements and components including for member professional development, rules of golf, handicapping, etc.

FISCAL RESPONSIBILITIES
• Manage the SCGH and its member entities in a fiscally sound manner, through appropriate organization of staff: this includes the timely addressing of all accounts payable and accounts receivable.
• Support and monitor the budget, audit and financial forecasting functions used by the SCGH and its member entities.
• Establish an appropriate investment program, including the size of reserve that’s prudent and make sure all excess funds will be properly invested in a timely manner.
• Report all fiscal matters to the Executive Committees, treasurer, committees and membership, when necessary.

STAFF RESPONSIBILITIES
• Reflect an atmosphere resulting in positive and professional performance.
• Make sure the staff understands that the SCGH is in the service business and commit to that service.
• Monitor staff performance and provide written performance evaluations.
• Authorize a compensation package that correlates with industry norms and board expectations.
• Provide career advancement opportunities and encourage participation in educational seminars.
• Maintain rapport between the SCGH staff and the allied associations, SCGH committees, membership, media and the local golf community.
• Advertise, promote, and recruit for all staff positions, when open, including USGA internships.

FOUNDATION AND PLAYER DEVELOPMENT
• Manage and grow the shared foundation focused on growing the game of golf.
• Adopt and executive player development programming.
• Develop fundraising mechanisms and strategy to ensure the long-term health of the foundation and the ability to conduct programming focused on growing the game.
COMMUNICATION RESPONSIBILITIES
- Work with new member clubs to make sure they understand the services provided by the SCAGA.
- Work with and encourage clubs to employ PGA members.
- Coordinate and develop website content and development.
- Be the voice of the SCGH as situations warrant.
- Manage a social media presence that informs and entertains.

MEMBERSHIP DEVELOPMENT
- Position the SCGH as a good citizen and an asset within both the local golf and general population and to provide community service when appropriate.
- Work to make sure each member club is aware of the SCGH and to promote what the SCGH provides.
- Visit member clubs when possible and communicate with club officials to how the SCGH can service their needs and attract more golfers. A moderate amount of travel is required.

LONG RANGE PLANNING
- Maintain a structure that can respond to new mandates if and when the mission statement may change.
- Work to provide an effective and working set of By-laws that are carried out.
- Identify new, potential sources of revenue.
- Prepare for new programs and coordinate an implementation structure where needed.

OFFICE HOURS
Monday through Friday 8am to 4:30pm are the base requirement with consistent attendance on weekends, evenings and possibly holidays to attend to tournament and event operations.

QUALIFICATIONS AND EXPERIENCE
- Bachelor's Degree or equivalent amount of appropriate experience is preferred.
- Relevant and successful experience in Golf Administration at a local, regional or national level.
- Experience in non-profit management, particularly in developing and leading a successful fundraising program, is desired but not required.
- Knowledge of and passion for the game of Golf including but not limited to rules, playing ability, tournaments, and administration.
- Strong communication skills with good troubleshooting and problem-solving skills with a focus on providing superior customer support.
- Experience with cloud computing, database, tournament software, and website management preferred.
- Strong organizational skills and attention to detail required.
- Ability to work well in a team environment as well as independently, motivated by the overall success of the organization.
- Willingness to take on and learn new and additional responsibilities.
- Abilities to manage multiple boards and officers that may have conflicting ideas and expectations.

OTHER QUALIFICATIONS
Reliable transportation and a valid driver’s license required

REPORTS TO
SCAGA, SCSPGA, SCJGF & USSC Board of Directors
COMPENSATION & BENEFITS
Salary and benefits are commensurate with experience. Some clothing will be provided, with the employee expected to source and maintain a high-standard of attire at all times. Benefit package includes matching 401k, performance bonus and health, vision insurance coverage or stipend. Vacation, holidays, meals, and sick time also included. Mileage reimbursement for work related travel. This is a salaried, exempt position.

SUCCESS METRICS –
• Growth of the Game initiatives including but not limited to SCSPGA Junior Tour Growth and Profitability, Golf In Schools and PGA HOPE
• Tournament and Sponsorships – including but not limited to Section Championships participation, Growth of PRO-AM Scheduling and growth of sponsorships.
• Member Services – PGA Employment Growth, Education, member satisfaction survey results, and overall membership development
• Sun Country Foundation – Growth of Fundraising efforts tied to the foundation through the trustee model
• Legislative initiatives – increased exposure to the golf industry throughout the Sun Country PGA

Application Instructions
Please address cover letter and resume into one PDF File to Selection Committee, Sun Country Executive Director Committee.

Click HERE to apply.