



**ARIZONA GOLF ASSOCIATION
OUTREACH PROGRAMS MANGER
JOB DESCRIPTION**

The Arizona Golf Association (AGA), which was founded in 1923, is a not-for-profit 501(c)(4) association that serves as the official governing body of amateur golf in Arizona with more than 700 men's and women's clubs and serving nearly 80,000 individual members. Today, the AGA is a volunteer-based organization directed by amateur golfers passionately dedicated to promoting the game of golf and providing valuable benefits and services to its members.

General Responsibilities

The Arizona Golf Association seeks a talented individual with strong communication and organizational skills to lead and execute the vision, strategy and planning for the implementation of the AGA's Outreach Programs initiatives. Qualified candidates will have experience in golf administration, leadership, and a variety of programming. A demonstrated background and ability in communications and working with volunteers is also preferred.

- Assist Director of Outreach Programs with planning, creation, and execution strategies to meet membership growth goals.
- Establish new and creative programs/events to engage non-members and prospective members for member clubs and the association.
- Management current AGA membership programs as assigned.
- Promote and support member club engagement and retention programs to help existing clubs grow and thrive.
- Perform maintenance and updates to database for both clubs and individuals.
- Work with communications department to contribute to the development and distribution of membership focused content across all AGA platforms and MailChimp membership campaign.
- Participate in the expansion of player development programs and services to engage new, casual, and latent golfers across all segments of age, gender, and ability.
- Manage Virtual Tour events, points list, and prize distribution.
- Assist with the management of the Just for Fun social golf events and AGA Travel Programs.
- Provide support to Arizona Women's Golf Association Foundation, Arizona Golf Foundation, the Arizona Alliance for Golf initiatives, and activities as requested.
- Public Relations Events – setup and staff booth at community events to promote the Arizona Golf Association's services, programs, and benefits.

Skills and Qualifications

- Strong working knowledge of the golf industry and its key relationships
- Interest in golf administration with previous experience in the industry strongly preferred
- Knowledge of, and commitment to, the goals and philosophy of the Arizona Golf Association
- Demonstrated leadership skills
- Outstanding organizational skills and the ability to multi-task
- Exceptional verbal and written communication skills
- Good time management and problem-prevention skills

- Strong computer skills including the use of Microsoft Office Suite, CRM management tools, MailChimp or similar email marketing software, as well as the ability to learn new software and systems easily
- Ability to project a professional image at all times
- Friendly, outgoing and service-oriented personality
- Ability to work cooperatively and effectively in a team environment with staff and volunteers
- Ability to identify, analyze and resolve problems in a timely manner with an emphasis on member service
- Valid driver's license and reliable transportation
- Willingness to work long hours and some weekends
- Ability to take initiative and prioritize tasks
- Shows diplomacy in dealings with diverse constituencies
- Works within approved budget

Working conditions

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This job operates in the field. This position will travel to golf courses/other event locations around the state to administer outreach programs.
- Ability and willingness to travel and stay overnight.

Physical requirements

- **Sitting, Standing, Walking:** Approximately 75% of time is spent working at a desk, remainder moving around work areas, a combination of indoor and outdoor locations. Staff member will be required to travel to program locations, member clubs and facilities for offsite meetings and outreach activities.
- **Speaking, Hearing:** Ability to effectively communicate with co-workers, customers, and outside agencies by telephone and in person.

Compensation Package

- Commensurate with experience
- Medical, dental, vision, life, and disability insurance
- Paid vacation, sick leave & holidays
- 401k plan
- Cell phone

Application Process

Please forward cover letter, resume, and salary expectations to:

Anj Brown
 Managing Director of Outreach Programs
 Arizona Golf Association
Anj@azgolf.org

Application Deadline: Position open until filled