



## **JOB DESCRIPTION**

### **Executive Director**

#### **Overview:**

Executive Leader of one of the most respected golf associations in the United States and key influencer in the golf community nationally and internationally. The Executive Director reports directly to the Executive Committee of the Arizona Golf Association (AGA).

#### **Responsibilities:**

- Works with the Executive Committee to develop and implement vision, mission and organization strategic plan, short and long-term objectives, and Key Performance Indicators (KPI). Primary communicator and tone-setter for AGA.
- Hires, develops, assesses, and retains right talent and develops organization structure. Creates semi-annual succession and development plan of key positions for review and discussion with Executive Committee.
- Primary “Promoter” and spokesperson of the AGA vision with sponsors, staff, Executive Committee, volunteers, state golf community and a variety of golf associations statewide, nation-wide, and internationally to advance the interests of the AGA.
- Implements USGA contractual obligations as its agent in Arizona. Participates in related USGA and other golf associations’ meetings and teams.
- Provides inspired leadership across all organization stakeholders.
- Accountable for organization activities, plans and results.
  - Oversees financial performance and risk profile while ensuring regulatory obligations are met.
  - Ensures timely submission of month end/period end financial and operational reviews and assures KPI are achieved through sound business processes following regulatory guidelines.
  - Manages design and implementation of services/products and oversees brand development and marketing strategies.
  - Monitors organization performance by measuring and analyzing results, taking appropriate actions to achieve goals.
- Provides organization framework for decisions about strategy and policy.
- Studies industry trends and reviews opportunities for expansion, identifies opportunities for improvement, cost reduction and systems enhancement.



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- Accumulates capital to fund expansion.
- Authorizes contracts and other organizational commitments.

**Desired Qualifications:**

- 7 years executive leadership/general management with end-to-end organization responsibility including operations, finance, people (recruit, develop, retain and succession) and strategic planning
- 10 years' experience in golf business or amateur golf administration
- Experience working directly with board of directors
- Transformational and consistent communication skills (verbal, written and non-verbal)
- Golf playing skills required; single-digit handicap desirable
- Knowledge of USGA programs and practices (Rules, handicapping, course rating, amateur player-status, tournaments)
- Demonstrated networking skills internally and externally
- Proven delegation skills

Industry competitive compensation and great benefits package – including premium health, dental and vision coverage as well as 401k plan. Best benefit is working in the industry of the sport you love!

PLEASE SEND RESUMES TO:

- **MICHELLE CROSS** AT [MMCROSS111@GMAIL.COM](mailto:MMCROSS111@GMAIL.COM)
- **BY DECEMBER 10, 2021**
- IN THE SUBJECT LINE PLEASE WRITE: "CANDIDATE – AGA Executive Director"

All resumes submitted will be held in strict confidence.