



EMPLOYMENT OPPORTUNITY – GOLF HOUSE KENTUCKY

Title: Director, Operations

Reports to: Executive Director

Application Deadline: Open Until Filled

Anticipated Start Date: March 1st, 2018

Application Process: Submit resume, cover letter and references to Brent Paladino, Executive Director via e-mail at bpaladino@kygolf.org

OVERALL JOB SUMMARY

The Director, Operations shall be involved with all facets of the Golf House Kentucky operation, shall be directly responsible for the Player Development department and Communications department, and shall be a key staff member of the competitions department.

- Strong working relationship with Executive Director where it allows for both day-to-day operations and big picture vision and planning.
- Lead staff member for PGA member programs and PGA player development programs, to include PGA Reach, Youth on Course, PGA Junior League and Get Golf Ready.
- Serve as Official in Charge (OIC) for approximately 15-20 amateur, professional and junior tournaments throughout the season.
- Assist with all aspects of communications, social media and digital media platforms, including writing and publishing website stories, posting to the GHK social media channels and forming relationships with local news outlets.
- Financial understanding of the organization and a partnership with the Executive Director on weekly, monthly and quarterly reporting for both internal and external use.

SPECIFIC JOB RESPONSIBILITIES

Player Development: Lead staff member for all KGA and KPGA Player Development initiatives. Management of the Drive, Chip and Putt qualifiers held in Kentucky, the PGA Junior League program and state championship, the Don Fightmaster Outing for Exceptional Children, the Kentucky Girls Junior Amateur and Golf House Kentucky consumer events (Youth Sports Festival & Barbasol Championship).

Competition Administration: Oversee all player experience and technology aspects of KGA, KPGA, and USGA events and championships, which will include entry management, registration setup, pre-event communications, onsite hospitality, digital scoring operations, player rankings, and post-event communications. This individual will also serve as OIC or lead staff member for 15-20 KGA, KPGA and KY Junior Tour events.

Communications: Assist with overall association communication plan for the Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. Execute communications initiatives for attracting and retaining tournament players and GHIN handicap holders.

Financial: Assist Executive Director with the development of tournament budgets for KGA and KPGA and work with Executive Director and Director, Finance Administration to provide accurate and timely financials to Board of Directors and PGA of America.

Additional Responsibilities:

- Work with the Executive Director to develop and retain corporate partnerships per annual plan and assist Executive Director with designated fulfillment tasks of corporate partners.
- Develop and maintain a working knowledge of the USGA Handicap System and assist the Director, Association Services as needed
- Supervisory duties with designated interns as assigned

PREFERRED QUALIFICATIONS

- College degree or equivalent with 3-5 years of experience in golf administration
- Knowledge of the game of golf (USGA rules of golf knowledge preferred)
- Extremely detail oriented with the ability to multi-task
- Exceptional leadership, communication, fiscal management and managerial skills
- Excellent verbal and written communication skills
- Willing to travel throughout Kentucky and flexibility for work schedule (including weekends and nights)
- Highly motivated individual willing to assist others with the ability to work both as a team and independently

COMPENSATION & BENEFITS PACKAGE

Salary commensurate with experience and qualifications. Package will include health and dental insurance, work related travel reimbursement, education seminars, PGA dues paid (if applicable), cell phone reimbursement and vacation as outlined in team handbook.

APPLICATION PROCESS

Position open until filled based on the mutual needs of Golf House Kentucky and the successful applicant. The targeted start date is March 1st, 2018.

To apply, submit resume, cover letter, and references via e-mail to Brent Paladino, Executive Director at bpaladino@kygolf.org.

ABOUT GOLF HOUSE KENTUCKY

Golf House Kentucky is the umbrella organization for Kentucky's Family of Golf Organizations: Kentucky Golf Association, Kentucky PGA and Kentucky Golf Foundation. The vision of Kentucky's golf leaders, Golf House Kentucky was founded in 1978, and is headquartered in a picturesque country setting in Louisville, Kentucky. Golf House Kentucky conducts competitions for golfers of all ages, gender and skill levels (amateur and professional), and provides valuable services to Kentucky PGA professionals and member golf facilities. Working in partnership with the USGA, Golf House Kentucky provides individual golfers and member golf facilities with a wide range of services: Handicapping, USGA Course and Slope Rating, award programs, club consulting and golf management software. The family's philanthropic affiliate, Kentucky Golf Foundation promotes the Kentucky Golf Hall of Fame, Kentucky golf museum and provides grant and scholarship programs for youth in the Commonwealth of Kentucky.