



PGA

Illinois Section

DIRECTOR OF TOURNAMENT OPERATIONS

The Organization:

Founded in 1916, the Illinois Section of the PGA of America is a professional organization serving the men and women golf professionals in northern and central Illinois who are the recognized experts in growing, teaching and managing the game of golf. The Illinois PGA is responsible for the administration of competitive golf tournaments, educational opportunities, support programs and growth of the game initiatives. With over 805 members and apprentices, the Illinois PGA is the 12th largest of the 41 regional entities or “Sections” that comprise the PGA of America.

The Position:

The Illinois Section PGA is seeking to fill the position of Director of Tournament Operations. Under the supervision of the Executive Director, this position will be responsible for the organization and administration of the Illinois PGA's 60+ tournaments on an annual basis, including the four Illinois PGA major championships – The Illinois PGA Match Play Championship, The Illinois Open Championship, the Illinois PGA Championship and the Illinois PGA Players Championship.

Responsibilities:

- Coordinate and conduct all tournament activity of the Illinois PGA, including 60+ events throughout metropolitan Chicago and central Illinois.
- Assist Executive Director in the preparation and management of the overall Section tournament program budget.
- Create and provide detailed budget and financial reporting to the Executive Director for each event on the Illinois PGA tournament calendar.
- Provide detailed participation analysis and benchmarking/forecasting reports to the Executive Director.
- Create and manage tournament registration pages and individual event setup in BlueGolf.
- Manage and administer Player of the Year Points race(s).
- Calculate purses.
- Work with the Illinois PGA Tournament Chair/Committee and Central Illinois PGA Chapter Tournament Chair to evaluate the tournament programs, implement policy, and schedule tournaments.
- Prepare and oversee the creation of the annual tournament schedule for all Section and Chapter tournaments as well as PGA Tour and Tour affiliate Qualifier(s) and Playing Ability Tests.
- Coordinate with the PGA Professional, golf course superintendent and food and beverage manager for all arrangements with tournament host facilities.
- Establish course setup including yardages, tee locations, hole locations and hazard markings.
- Enforce Tournament Rules and Regulations, Policies and Procedures.
- Execute regular posting and updating of Illinois PGA's tournament news and results to the Illinois PGA's social media outlets.
- Administer and support all on-site sponsor needs including pre-tournament set-up and post-event communications.
- Explore, create and develop new tournament programs and ideas that are appropriate and effective for the Illinois PGA.
- Attend PGA/USGA Rules of Golf workshop(s).
- Train, supervise and schedule seasonal tournament interns and Illinois PGA rules officials.
- Perform other duties as needed including support of all Illinois PGA departments when needed.



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Qualifications:

- Four (4)-year college degree.
- Knowledge & experience working with BlueGolf tournament software.
- Three (3) years Golf Association experience and a working knowledge of the golf industry. Professional Association or Tour management experience ***strongly preferred***.
- Knowledge & experience working with PGA of America's Section Management System (SMS) system ***strongly preferred***.
- Excellent organizational skills including the ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office suite, online communication technologies and social media trends.
- Understanding of basic accounting, accounting procedures and budgeting.
- Strong interpersonal skills with an exceptional ability to communicate effectively and present information to a variety of audiences.
- Superb problem solving skills and the ability to make decisions independently.
- Strong moral character and integrity with leadership qualities.
- Ability to work with a broad spectrum of groups including host professionals, host superintendents, volunteers, amateur golfers, coaches, and sponsors.
- Ability to work in a collaborative manner with fellow administrative staff members in a team atmosphere.
- Ability to travel extensively throughout Illinois and work extended hours including weekends and evenings.
- Valid driver's license and clean driving record.
- Documented score of 85 or higher on USGA/PGA Rules of Golf Workshop test preferred.

Position/Physical Conditions

- While performing the duties of this job, the employee is: frequently required to stand; walk; sit; use hands to manipulate, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
- This position must be able to travel for extended periods of time in various modes of transportation.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.
- The employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Section.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation:

Salary is commensurate with qualifications. Minimum salary: \$50,000.

Benefits:

- Medical/Dental/Vision coverage provided by employer (for employee only)
- Two (2) weeks paid vacation
- Retirement program with employer match
- PGA/LPGA Annual Dues (if applicable)
- Continuing education, including Rules of Golf Workshop registration and travel expenses
- Use of company vehicle for event-related travel
- Cellular phone stipend

How to Apply*

Email resume with cover letter to:

Carrie Williams

Illinois PGA

cwilliams@pgahq.com

Mailed or hand-delivered resumes will not be accepted. This employer does not wish to receive phone calls.

*** This employment bulletin was originally posted on CareerLinks with an application deadline of 12/23/2016. Interested parties may still submit resumes through 1/20/2016.**