



Executive Director Job Description

The Professional Golfers' Association of Saskatchewan is looking for an individual to lead our Association of 105 members in meeting their expectations as Golf Professionals with excellent customer service, programs and events. As a Not for Profit Incorporated Member Association, the main functions of the Association are to manage Membership records and resources; facilitate communications between Members; develop and execute Member networking opportunities and events; promote industry related programs and individual Member accomplishments.

Reporting to the President of the Board of Directors, this individual will be responsible for the management and operation of our Association's administrative affairs as well as regularly providing the Board with recommendations for consideration and implementation. The successful individual will follow and address all aspects of the operating plan as established by the Board of Directors. As an innovative self-starter, this individual will require the necessary time management, organizational, communication and leadership skills necessary to ensure the operation is consistently providing the highest level of customer service possible for its Members and Partners. The ongoing evaluation and development of new initiatives for the Association is of paramount success to this position.

Responsibilities

- Financial & general office management of the Association.
- Communicating & Interacting with Members, Industry Partners, Media, Suppliers & Volunteers in a professional and confidential manner.
- Represent the Zone in communicating and interacting with fellow Zone ED's and the National Office staff.
- Preparation of a yearly operational plan and budget for approval by the Board of Directors.
- Oversee the operation and successful implementation with of all initiatives included in such plan.
- Information Technology management including the Zone Website and social media accounts.
- Working with suppliers to ensure all events, programs & collateral material supports the brand.

Qualifications & Specific Skill Sets Required for Position:

- The successful individual will share our core values of Honesty, Integrity and Equity and will be genuine in their approach to dealing with people and their work.
- We are looking for an individual with a positive attitude, outgoing personality who is comfortable speaking publicly and making presentations.
- We require someone with a university or college degree preferably in business with a minimum of five years progressive management experience.
- The successful individual shall possess a proven track record in a leadership role
- Sound knowledge of the game of golf is extremely important.
- Able to work longer hours during peak times, travel periodically and work effectively outside a structured environment.
- Detail oriented and able to work effectively in a fast-paced environment
- Superior customer service skills, strong organizational skills & effective communication skills
- Strong administrative skills & computer skills
- Strong ability to follow a set of processes and procedures
- General business acumen and the proven ability to develop, present and follow a business plan

Term: Part Time
Compensation & Benefits: commensurate with experience
Application Deadline: Nov 15, 2021
Position Start Date: Jan 1, 2022 (Negotiable)

Resumes may be sent in confidence to:
dean@royalregina.com