

JOB TITLE: Chief Administrative Officer (CAO)
REPORTS TO: Executive Director/CEO
STATUS: Regular/exempt, full-time employee
START DATE: Immediate
APP DEADLINE: Monday, June 16 @ 4pm EST / Open Until Filled
POSITION LOCATION: Golf House in Norton, MA. Hybrid opportunities to be considered. Occasional (and limited) travel within the state/region may be required.

ABOUT THE ROLE: The CAO is responsible for overseeing and managing the administrative functions, general business operations, human resources, and strategic planning for Mass Golf and The Links at Mass Golf (an affiliate LLC). The CAO reports directly to the Executive Director/CEO and serves as a strategic advisor to the CEO and Department Heads on organizational development, compliance and process improvements.

RESPONSIBILITIES:

- Oversee and manage administrative functions, including human resources, tenants, facilities management, IT and compliance.
- Supervise Administrative Coordinator/Receptionist, and support Department Heads and Staff by fostering a positive work culture, driving employee engagement and supporting professional development.
- Ensure compliance with legal and regulatory requirements while promoting efficiency and effectiveness.
- Staying informed about industry trends and practices, technological advancements to identify opportunities for innovation, improvement and enhanced processes.
- Collaborate with the Executive Staff, Board/Committee and Department Heads to plan, assess and evaluate performance of the organization, the strategic plan and development/fundraising efforts.
- Administer and/or oversee processes, programs and partners/vendors relating to human resources, including but not limited to, employment onboarding, payroll review and processing, benefit review, coordination and renewal and 401k plan administration.
- Oversee the infrastructure for the organization including office administration, property management/maintenance, leases, insurance, office equipment/furniture, technology, business contracts.
- Lead and manage organizational special events and meeting planning.
- Serve as an organizational representative on behalf of the Executive Director/CEO both internally and externally.
- Accept certain other special assignments as designated by the Executive Staff.

QUALIFICATIONS:

- Proven experience in a senior administrative/operations role, with a strong understanding of organizational operations/strategy.
- Demonstrate exceptional communication skills; charismatic, personable, and motivational in working with colleagues, volunteers and industry representatives with the ability to build relationships with diverse stakeholders.
- Possess a strong work ethic and ability to lead – team management abilities with a focus on fostering a positive work environment.
- Advanced knowledge of administrative functions, including human resources, compliance and facilities management.
- Ability to manage change effectively and lead organizational initiatives; Non-profit experience preferred.

PREFERRED SKILLS:

- General business knowledge, analytical thinking, strategizing and planning skills
- Strong understanding of human resource management
- Detail oriented and highly organized
- Working knowledge of non-profit governance and legislative requirements

COMPENSATION/BENEFITS:

- Commensurate with experience and qualifications
- Comprehensive benefits package available including Health, Dental, Life and Disability Insurance
- Paid time off and 401(k) plan with matching component
- Professional development opportunities
- Cell phone and travel expense reimbursement
- Mass Golf staff apparel provided and access to The Links at Mass Golf (golf course and simulators)

Please send cover letter, resume, references and salary expectations/rationale to: **Jesse Menachem** | CEO | Mass Golf | jmenachem@massgolf.org