



Manager of Women's Events

Reports to: Assistant Director of Member Services

Status: Regular/exempt, full time employee

Start Date: Immediate

Application Deadline: Open until filled

Benefits Include:

- Health, Dental, Disability and Life insurance
- 401(k) with employer matching component
- Professional development opportunities
- Staff apparel
- Cell phone allowance
- Travel expense reimbursement
- Access to The Links at Mass Golf (golf course and simulators)

About the Role:

At Mass Golf we have a passionate and motivated staff who are excited about building an engaged and inclusive community around the sport. Come join us as the Manager of Women's Events where you will manage women's team matches along with casual and fun women's tournaments, events and programs aimed at overall player development. You will have the opportunity to work with the Member Services team, Member Club representatives and Mass Golf volunteers to promote and ensure a positive experience for players, participants and host clubs for all events and programs.

Duties & Responsibilities:

- Responsible for leading and evaluating the Women's Tournament and Event Program, as well as training and managing the game day staff, interns and volunteers associated with all events.
- Administrative management of Women's Tournaments and Events including online registration, player support, pre-event communication and coordination with participants and host club staff.
- Administrative management of Women's Spring and Fall team matches including online registration, captain and club staff support, pre-event communication and coordination with captains throughout the season.
- Coordinates and performs on-site tournament duties including event management and course set-up, registration, starting, monitoring pace of play and scoring.
- Responsible for Women's Tournaments and Events site procurement.
- Responsible for managing one Member Services intern.
- Supports the Assistant Director of Member Services in managing and administering Mass Golf events and other industry initiatives that support and educate our Members, Member Clubs and Allied Associations on a wide range of programs and benefits.



- Develops and manages player development events, clinics, and play days designed to engage new and casual female golfers.
- Assists with other special projects as assigned by the Assistant Director of Member Services and Director of Member Services (i.e., meetings, seminars, and projects).
- Assists with regional Massachusetts team events on an as-needed basis.

Requirements:

- A knowledge of and passion for the game.
- Self-directed with positive energy, strong work ethic, and enthusiasm.
- Quality leadership and organizational skills.
- Ability to simultaneously balance multiple projects and event deadlines.
- Ability to effectively communicate with co-workers, customers, and outside agencies by email, telephone and in person.
- Valid driver's license and reliable transportation.
- Ability to lift/carry event equipment (up to 40 lbs.) and work outdoors in a variety of weather conditions.
- Typically, a Monday to Friday work schedule, with the seasonal need to travel or work in the evenings or weekend days. Travel throughout the state for events is required.

Preferred Qualifications:

- Relevant event planning experience.
- Experience using GHIN products and Golf Genius tournament software.
- Proficient in Microsoft Office Products.
- College degree.

Please send a cover letter, resume and salary expectations/rationale via email to:

Jenna Walkiewicz
Mass Golf
Assistant Director of Member Services
300 Arnold Palmer Boulevard
Norton, MA
jwalkiewicz@massgolf.org

About Mass Golf:

Mass Golf is a 501(c)3 non-profit organization that is dedicated to advancing golf in Massachusetts by building an engaged and inclusive community around the sport.

With a community made up of over 130,000 golf enthusiasts and over 375 member clubs, Mass Golf is one of the largest state golf associations in the country. Members enjoy the benefits of handicapping, engaging golf content, course rating and scoring services along with the opportunity to compete in an array of events for golfers of all ages and abilities.

At the forefront of junior development, Mass Golf is proud to offer programming to youth in the state through [First Tee Massachusetts](#) and subsidized rounds of golf by way of [Youth on Course](#).