



# JOB OPPORTUNITY

Mass Golf / New England Golf Association  
[www.MassGolf.org](http://www.MassGolf.org) / [www.NEGAgolf.com](http://www.NEGAgolf.com)



**JOB TITLE:** **Manager of New England Golf Association (NEGA) Operations & USGA Qualifying**  
**REPORTS TO:** Executive Director (Mass Golf) with a direct report to the NEGA Executive Secretary  
**STATUS:** Regular/Exempt, full-time employee  
**START DATE:** Immediate  
**APP DEADLINE:** Friday, December 28th @ 4pm EST  
**LOCATION:** Golf House/Mass Golf HQ in Norton, MA. Travel within MA and the New England Region is required.

**JOB SUMMARY:** Responsible for the management and administration of the New England Golf Association (NEGA) operations and all USGA Qualifying events for Mass Golf. The Manager of NEGA Operations & USGA Qualifying will serve as a direct liaison for the NEGA Officers, Board, Committee Members, and the six New England State Golf Associations involved in hosting and administering the Championships and Qualifiers for the NEGA. In addition, the Manager will be responsible for the direct oversight and administration of all USGA Qualifying events under the umbrella of the Mass Golf.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (approximate ratio of Association duties and responsibilities):**

### ***New England Golf Association (40%)***

- Manage general association operations/administration for the New England Golf Association, its three Championships\* and Qualifiers, Communications and Accounting/Billing. **\*Amateur, Jr Amateur Invitational & Sr Amateur Championships**
  - Support NEGA Officers, Board Members, Committee Members and State Golf Association representatives with Association initiatives and responsibilities.
    - Meetings, site procurement, website, social media, budgeting and accounting/billing.
  - Serve as Co-Official-in-Charge or Staff-in-Charge at Association Championships and Qualifying Events.
  - Create, plan and execute strategies to market the Association and to meet growth goals.
  - Establish new and creative relationships to engage prospective sponsors for the Association.

### ***Mass Golf (60%)***

- Manage all USGA Qualifying events as OIC, Co-OIC, or in a support role to a volunteer/staff OIC.
  - Approximately 16-18 Qualifying events per year – both men's and women's
    - Assist Mass Golf Championship and Member Services Departments as needed/when time permits.
- Manage the 2019 New England Women's Amateur Championship (GreatHorse; Hampden, Ma) – in a similar fashion to the three aforementioned NEGA Championships.

### ***General***

- Schedule and lead/assist all pre-event meetings and site visits with host New England Association volunteers/staff.
- Coordinate and communicate all pre-event and post-event details/information with host clubs, the NEGA, State Associations, volunteers and competitors.
- Perform/assist with all aspects of event administration and communications including course set up/marketing, preparing all printed materials, rules official assignments, online scoring, press releases and submission of results to media and WAGR.
- Management and oversight of a three-month USGA P.J. Boatwright Intern to support all operations/administration.
- Assist with other special projects related to the NEGA and Mass Golf as assigned by the Exec. Secretary & Exec. Director/CEO.

## **JOB REQUIREMENTS:**

- Must be detail-oriented and well-organized with ability to work in a team environment involving multiple Associations and a diverse group of volunteers and staff members.
- Must possess a strong work ethic in addition to analytical and problem solving abilities; outstanding oral and written communication skills and public speaking experience.
- Strong knowledge of the Rules of Golf, Championship Administration and Course Set-Up
- Extensive knowledge and proficiency with MS Office Programs and all USGA Products and Systems – with a strong focus on Tournament Management (Golf Genius), GHIN/Handicapping & Course Rating systems.
- Previous managerial experience and responsibilities.
- Occasional overnight and weekend travel throughout the state and to local/national meetings.
- Valid driver's license and reliable transportation.
- College graduate and previous experience in golf administration preferred.

## **COMPENSATION:**

- Salary commensurate with experience and qualifications.
- Comprehensive benefits package available including Health, Dental, Life and Disability Insurance.
- Paid time off and 401(k) plan.
- Cell phone and travel expense reimbursement.
- PGA/USGA Rules of Golf Workshop & Mass Golf/NEGA staff apparel provided.

Please send cover letter, resume and references to:

**Jesse Menachem | Executive Director/CEO | Mass Golf | Email: [jmenachem@massgolf.org](mailto:jmenachem@massgolf.org)**