



Manager of Championship Administration

About the Role:

The Manager of Championship Administration is a member of the Mass Golf Championship Department and serves as the conductor of the department throughout the entire administration of our competition schedule. A schedule that includes Mass Golf championships and their qualifiers, USGA qualifying, and regional events. With a focus on pre-event planning and communication, player registration, and upholding all championship policies & procedures. This role also serves as the main point of contact for all competitors, host club staff, and volunteers. We are looking for an individual who is highly organized, can manage and prioritize multiple projects and deadlines, and enjoys the success of a team-led effort.

Specific Duties & Responsibilities:

- Responsible for the set-up, management and internal/external support of Golf Genius championship event registration.
- Oversight of the processing, accounting and reporting of all championship entries, entry fees, withdrawals and any applicable refunds/fees.
- Serves as the primary contact for host club staff in coordinating the planning and logistics for qualifying events. Inclusive of starting times, practice round access, host site amenities (practice area, food & beverage, golf carts) and other pertinent information.
- Manages and delivers detailed and timely player communication in the form of starting times, pairings and player information sheets. Also manages the distribution and posting of these details via email, website, and Golf Genius event portals.
- Coordinates championship eligibility review, qualifying allocations, waitlist entries, alternates, and the production of printed materials that may include scorecards, tee sheets, alpha list, pace of play matrixes, local rules, hole locations, etc.
- As assigned, assists with on-site operational support at Mass Golf events, USGA qualifiers and NEGA events with the possibility of serving as a lead staff-in-charge, if needed.
- Manages purchases with supply and equipment vendors – which includes but is not limited to – trophies & awards, team/volunteer/staff clothing, course marking and set-up materials, general and/or specific event equipment and supplies, Rules of Golf publications.
- Provides support and expertise via email, phone and in-person on all aspects of the Mass Golf Championship Department to competitors, members and member clubs.
- Responsible for the administration and support of the Mass Golf volunteer management program via GetConnected by Galaxy Digital. Which includes volunteer roster management, event assignments and pre/post event communication.
- Facilitating engagements and initiatives to promote volunteer recruitment, training, retention, and appreciation.

- Assist with the site procurement and scheduling for future Mass Golf events and USGA qualifying.

Qualifications & Requirements:

- Two or more years of relevant work experience in golf administration preferred
- Advanced knowledge of Golf Genius preferred
- Typically a Monday to Friday work schedule with occasional needs to exceed a standard work schedule when deadlines, needs and/or on-site support require.
- Excellent leadership and organizational skills
- Self-directed with strong work ethic and enthusiasm
- Ability to effectively and efficiently communicate with co-workers, customers, volunteers, host club staff and outside agencies through all mediums (email, phone, in-person)
- Can work independently with minimal supervision and in a team environment and can make independent decisions in assigned areas of responsibilities
- Proficient in Microsoft Office Products (i.e. Word, Excel, Publisher, Teams)
- Experience using GHIN related products
- Bachelor's degree preferred
- Valid driver's license and reliable transportation. Ability to travel throughout the state/region when needed.
- Ability to lift/carry up to 50 lbs. and work outdoors in a variety of weather conditions

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)

Reports to: Senior Director of Rules & Competitions

Status: Regular/exempt, full-time employee

Start date: Immediate

Application deadline: Friday, February 21st, 2025

To apply, please send cover letter, resume, references and salary expectations/rationale to:

Kevin Eldridge

Senior Director of Rules & Competitions

Mass Golf

keldridge@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 360 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](#).