



## ALABAMA GOLF ASSOCIATION

### EMPLOYMENT OPPORTUNITY

**Position:** Manager of Golf Operations and Championships  
**Job Summary:** Exciting opportunity to join the Alabama Golf Association (AGA) team, a USGA Allied Golf Association, in a full-time position to assist with the day-to-day operations of the Golf Operations and Championships department, manage relationships between the AGA and allied golf organizations, assist with administering AGA championships, SGA Championships, USGA Qualifiers, and managing fundraising and development.  
**Start Date:** Mid-April (Flexible)  
**Location:** Hoover, AL  
**Reports To:** Sr. Director of Golf Operations and Championships

#### Requirements:

- Passionate and motivated individual seeking a rewarding career in golf administration initially focusing on tournament operations that will expand into creating other competitive playing opportunities for the AGA membership.
- Strong organizational, planning, time management, and problem-solving skills with the ability to work independently and within a team.
- “Can-Do” attitude with a dynamic personality.
- Possess “Golf IQ” with excellent written, verbal, public relations, and conflict resolution skills.
- Work extended hours including weekends, early mornings, and overnight travel, specifically during peak tournament season throughout Alabama and occasionally to other states based upon events and national meetings/seminars.
- Use job-related software including Microsoft Office products, USGA Admin Portal and Golf Genius Software.
- Take an active leadership role in a fast-paced work environment.
- Live in the Birmingham/Hoover, AL metro area and physically be present in Alabama Golf House during normal business hours unless traveling for business purposes.
- Agree to a potential background check before employment begins.

#### Responsibilities:

- Manage and oversee select AGA Championships and USGA Qualifiers.
- Manage operations and development of Youth on Course Alabama
- Provide support for the Southern Junior and Southern Amateur Championships (Southern Golf Association)
- Provide support with assigned AGA competitions and USGA qualifying rounds.
- Manage all aspects of the AGA Volunteer Program including recruitment, scheduling and development.
- Assist with management of AGA Ranking Systems and manage selections for Women’s Southeast Challenge
- Assist with host club selection and negotiation.
- Assist fundraising operations for the Alabama Golf Foundation.
- Annually attend USGA/PGA Rules of Golf Workshop with goal to achieve and maintain Expert certification (90+ exam score) along with Rules of Handicapping Certification.
- Learn and understand the USGA Handicap System, Rules of Handicapping and Course Rating System.
- Support various registration, database management, reporting and analytics for programming.
- Proficient in all facets of tournament administration: course marking, course set-up, pace of play, drafting of local rules and notice to competitors, starting, officiating, scoring, management of volunteers, signage set-up/breakdown and technical support.

- General office administration tasks (answer phone calls and email requests) and other duties as assigned.
- Manage the Youth on Course Alabama program including 100 Hole Hike and other fundraising activities.
- Assist with Alabama Junior Rankings, Southern Junior Cup, USNDP Team Alabama and All-State Team Selections.
- Assist with hiring and managing summer interns.

**Physical Demands:**

- Lifting and carrying equipment up to 50 pounds.
- Standing and walking for extended periods.
- Ability to endure long periods of time outdoors in all weather conditions.
- Must have a driver's license with ability to operate company vehicles (Ford Transit 350 Vans) and golf cart.

**Education and Experience:**

- College degree or equivalent (i.e., military service).
- Minimum of 1 year of golf administration with a USGA P.J. Boatwright Internship experience preferred.
- Demonstrated record of handling multiple duties and responsibilities successfully.
- Demonstrated golf background with experience playing or in golf course setup for various skill levels.
- Experience in fundraising, donor relations, and sponsorship procurement preferred.

**Compensation and Benefits:**

- Salary Range \$48,000 - \$52,500 based upon experience and qualifications with annual salary review and bonus program.
- Paid Time Off (PTO) (vacation/sick leave), paid holidays and generous off-season work schedule.
- Full benefits package paid by the AGA that includes BlueCross BlueShield medical, dental, vision, long-term disability, life insurance, and AAA membership.
- SEP-IRA Retirement plan (after one year vesting period).
- Paid cell phone plan (upon transfer of phone number to company plan) and laptop computer.
- Association provided apparel (Polo Ralph Lauren).
- Use of company vehicle fleet for business-related travel.
- Company credit card for business-related travel and expenses.
- Moving expense stipend.
- Paid professional training seminars (e.g., USGA Seminars, IAGA Conference).

**Application Instructions:**

- Position will remain open until filled.
- Combine cover letter, resume, and any additional materials into one (1) PDF file with the following name: "Last Name, First Name, Manager of Golf Operations and Championships".
- Send application information via email to Alabama Golf Careers ([careers@alabamagolf.org](mailto:careers@alabamagolf.org)) with "Last Name, First Name, Manager of Golf Operations and Championships" in the subject line.
- No phone calls please. Candidates will be notified of their standing in the search as soon as practicable.

**The Alabama Golf Association is an Equal Opportunity Employer**

### **About the Alabama Golf Association (AGA)**

The Alabama Golf Association is a 501(c)(3) not-for-profit educational organization founded in 1915 whose mission is to serve and promote amateur golf in Alabama. AGA membership consists of over 123 member clubs represented by over 33,500 individuals. The activities and services of the Alabama Golf Association are governed by a Board of Directors consisting of Alabama golfers who wish to serve the game and the association through service.

AGA is the USGA's liaison for golf in Alabama conducting national championship qualifying, administering the USGA Handicap system including the GHIN Handicap service, course & slope rating and education. The AGA annually conducts 24 championships and team match competitions for men, women, juniors, and seniors. The AGA also assists with many collegiate events including the SEC Men's Golf Championship. In addition to competitions, the AGA administers the AGA Women's Scholarship Fund that is dedicated to assisting young female golfers in higher education and supports the Alabama Turfgrass Research Foundation.

Since 1980, the AGA has managed the affairs of the Southern Golf Association which includes conducting the Southern Amateur Championship and Southern Junior Championship, in conjunction with the Board of Directors of the Southern Golf Association.

For more information about the Alabama Golf Association, visit [www.alabamagolf.org](http://www.alabamagolf.org).

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