



Washington Golf (WA Golf) and Pacific Northwest Golf Association (PNGA) Employment Opportunity

Position: Director of Rules and Competition

Department: Championship Department

Available: Immediately

Location: Tacoma, Washington

Reports To: CEO/Executive Director

Position Summary

The Director of Rules and Competition is responsible for the complete oversight and administration of all WA Golf and PNGA championships, USGA qualifiers, as well as other competitions and related activities. In addition, has extensive knowledge and experience in the Rules of Golf, and oversees all WA Golf and PNGA Rules of Golf education and outreach programs and all amateur status reinstatements requests.

Primary Responsibilities

- Hire, manage, and provides effective leadership and training to all team members of the Championship Department and summer interns.
- Responsible for the oversight and administration of all WA Golf and PNGA championships. This includes site selection, pre-event site visits, online registration, event portals, volunteer coordination and training, onsite logistics and administration, and post-event follow-up and surveys.
- In cooperation with the USGA, responsible for the oversight and administration of all USGA qualifiers in the state of Washington, including site selection, pre-event site visits and preparation, coordination and training, on-site logistics and administration, and post-event follow-up.
- Develop policies and procedures for event oversight and maintain Association's standards through strict adherence to these policies and procedures.
- Assist in the development of the annual championship operations budget. This includes providing the CEO/Executive Director with proposed budgetary expenditures in the Championship Department.
- Oversees the administration of all WA Golf Rules of Golf seminars and educational outreach programs.
- Oversees the preparation and conduct of the WA Golf and PNGA Championship Committee meetings.
- Oversees the nomination and selection process of the WA Golf Players of the Year and PNGA Players of Year, which includes oversight of the administration and maintenance of the WA Golf Player Performance Points System.

- In cooperation with the Communications and Marketing Department, provides input and oversight on the implementation process of all WA Golf, PNGA and USGA qualifying related outreach. This includes all of WA Golf and PNGA championship promotional materials, promotional eBlasts, web site content, social media, media releases, on-sight coverage, and other necessary activities to promote all facets of our championships.
- Oversees the selection process of individuals to represent the WA Golf in team competition, including Hudson Cup and Senior Hudson Cup Matches, PNGA Lamey Cup Matches, and other related team competition. This includes all related administration and necessary attendance at such events.
- Oversees the regular and necessary maintenance of all WA Golf and PNGA championship equipment and supplies, including the championship truck and trailer.
- Under the direction of the CEO/Executive Director and in accordance with WA Golf and PNGA budgets, attends necessary meetings, educational seminars, and other related functions, including: USGA Rules of Golf Workshops, Annual Conference of the International Association of Golf Administrators (IAGA), and other appropriate meetings and activities.
- Performs any and all other duties as assigned by the Executive Director.

Personal Traits

- Possess effective management and leadership skills and superior organizational skills.
- Possess strong oral and written communication skills and is detailed oriented.
- Possess strong interpersonal skills; and must be self-directed with a strong work ethic.
- Ability to work long hours with a flexible schedule, including nights and weekends as required.
- Ability to manage and develops employees' skills and work habits.
- Ability to listen to others and solves conflicts; integrates diverse viewpoints, ideas, and opinions when working with staff and others.
- Ability to multi-task under pressure, and identify and resolve problems in a timely manner.
- Ability to manage projects, delegate duties, and work independently or as a team.
- Ability to develop and maintain strong professional relationships with staff, competitors, volunteers, club members, and golf course staff.
- Adapts well to changes in the work environment and implements effective changes to improve results; looks for ways to improve and promote quality.
- Ability to work within an approved budget.

Requirements

- Undergraduate degree from a four-year college or university; OR 3-5 years of related experience and/or training in event management and tournament operations; or equivalent combination of education and experience.
- In-depth knowledge of tournament management and operations.
- In-depth knowledge of the Rules of Golf.
- Proficient with Microsoft products including the Windows Operating Systems and Office Suite. Exposure Adobe products and database software beneficial.

Work Environment

WA Golf and PNGA is an equal opportunity employer, and seeks qualified candidates of all races, ethnicities, genders and gender identification. Applicants needing accommodations during the selection process must self-identify and they will be provided. Accommodations to perform the essential functions of the job may be provided.

Compensation and Benefits

- Salary range is very competitive with industry and commensurate with experience.
- Flexible remote working opportunities.
- Benefits package includes medical, dental, vision, disability, life, along with 401K retirement plan.
- Access to association owned golf course – The Home Course in DuPont, Washington

To Apply

Email cover letter, resume and minimum of three professional references to:

Troy Andrew, CEO and Executive Director | tandrew@wagolf.org

Position will stay open until filled.

Washington Golf (WA Golf) and Pacific Northwest Golf Association (PNGA)

Washington Golf (WA Golf) is dedicated to enriching the lives of people in Washington and Northern Idaho through the many social, recreational, and lifetime benefits of the game of golf. WA Golf has evolved into one of the largest amateur golf associations in the United States providing a multitude of membership benefits and services to more than 80,000 individual members at over 525 member clubs throughout the state of Washington and Northern Idaho. Visit www.wagolf.org for more information.

The Pacific Northwest Golf Association (PNGA) is a 501(c) 3 charitable, international amateur golf association. The PNGA is dedicated to preserving the true spirit of golf by supporting its member associations, conducting quality championships, and promoting activities beneficial to golfers in the Pacific Northwest region. Visit www.thepnga.org for more information.

Washington Golf and PNGA are both governed by a separate volunteer Board of Directors. Washington Golf and PNGA employs and shares a full-time staff of 15, headed by a CEO/Executive Director, with offices located in Tacoma, Washington. Under the direction of the Board of Directors and in conjunction with a number of standing committees, the staff administers the day-to-day affairs of the Associations. Washington Golf and the PNGA also cooperatively own and operate a golf course, The Home Course, in DuPont, Washington.