



## ARIZONA GOLF ASSOCIATION JOB DESCRIPTION

### EXECUTIVE DIRECTOR

#### **The Organization**

The Arizona Golf Association (also known as AZ GOLF) was founded in 1923 as a not-for-profit 501(c)(4) association that serves as the official governing body of amateur golf in Arizona.

We have been hard at work to expand golf's reach to the masses – chipping away to make the sport more welcoming to all styles of play, experience, and interest level.

Meeting golfers where they are remains our driving force and requires us to explore territory outside the country club and sanctioned events. Instead, we reflect on our relationship with that little white ball and highlight the moments and locations that had the greatest impact on our love for the game.

In summary, we exist to connect golfers with the greatest game on this green earth. As the governing body of Arizona golf, we continuously strive to elevate sport and unlock access for all levels of players – embracing beginners' road to refinement while celebrating competition amongst champions.

#### **The Opportunity**

AZ GOLF seeks an accomplished, driven, thoughtful, entrepreneurial leader to take the organization forward. Reporting directly to the Executive Committee of the Arizona Golf Association, the new Executive Director will provide visionary leadership toward furthering the organization's role as a champion for and steward of the game of golf in Arizona.

#### **The Role**

AZ GOLF's new leader is an outstanding listener, quick learner, excellent communicator, and relationship builder, who will have a natural ability to learn the key drivers of AZ GOLF's membership and key stakeholders as well as the internal opportunities of its leadership team and broader staff. Our new leader will be enthusiastic about nurturing the game of golf with industry partners in Arizona and beyond.

The Arizona Golf Association's next leader will bring an innovative and creative eye towards the organization's core functions, while responding to an evolving landscape for the game of golf. The new leader will have the ability to steward the organization's strong financials, while maintaining its collaborative work culture and the customer-first focus the organization has built.

## **Key Responsibilities & Accountabilities**

### **Strategic Leadership**

- Works with the Executive Committee (i.e., AZ GOLF's board) to develop and implement the vision, mission, and organization's strategic plan, short and long-term objectives, and key performance indicators (KPI). Primary communicator and tone-setter for AZ GOLF.
- Accountable for organization activities, plans, and results:
  - Oversees financial performance and risk profile while ensuring regulatory obligations are met.
  - Ensures timely submission of month end/period end financial and operational reviews and assures KPI are achieved through sound business processes following regulatory guidelines.
  - Manages design and implementation of services/products and oversees brand development and marketing strategies.
  - Monitors organization performance by measuring and analyzing results and taking appropriate actions to achieve goals.
- Provides organization framework for decisions about strategy and policy.
- Studies industry trends, reviews opportunities for expansion, and identifies opportunities for improvement, cost reduction, and systems enhancement.
- Accumulates capital to fund expansion.
- Authorizes contracts and other organizational commitments.

### **Team Leadership**

- Ensures the organization is a vibrant and open place to work; practices active listening and collaboration; demonstrates a "service-oriented" mentality toward both clients and colleagues; fosters and encourages an "open-door" policy with all employees; seeks new ideas from employees, stakeholders, and clients.
- Hires, develops, assesses, and retains AZ GOLF employees (currently 20 full-time staff members) and develops organizational structure. Creates semi-annual succession and development plan of key positions for review and discussion with Executive Committee.

### **Stakeholder Relations**

- Serves as the "face" of the Arizona Golf Association as the primary "promoter" and spokesperson of AZ GOLF's vision with sponsors, staff, Executive Committee, volunteers, state golf community, and a variety of golf associations statewide, nationwide, and internationally.
- Works closely with other not-for-profit allied golf organizations through the Arizona Alliance for Golf (AAG) as we prepare to consolidate offices at the Papago Golf Outreach Center in 2025. Manages adeptly the water rights and conservation discussion and the political ramifications, surrounding the game of golf in Arizona.
- Implements USGA contractual obligations as its agent in Arizona. Participates in related USGA and other golf associations' meetings and teams.
- Shares the incredible story of golf in Arizona and how it can serve the needs of the region and a variety of members and stakeholders. Provides inspired leadership across all organization stakeholders.

## **Desired Qualifications**

The ideal candidate is a thoughtful leader, excellent communicator, proven collaborator, and skilled manager who brings a customer-focused approach and a creative and innovative perspective to the role.

The desired qualifications are as follows:

- 5-7 years executive leadership/general management with end-to-end organization responsibility including operations, finance, and staff management (recruitment, development, retention, and succession). Demonstrated competency in strategic planning and executing detailed annual business plans. Demonstrated experience building and aligning an organization to vision for innovation and future growth.
- 7-10 years of experience in sports management; golf administration is preferred.
- Passionate about the game of golf and its future health and growth.
- Demonstrated experience as the “face” of an organization and managing through change.
- Possess the emotional intelligence to nurture a healthy work environment that promotes hospitality, creativity, employee engagement, inclusion, and accountability. Strong customer-facing and relationship skills.
- Thorough understanding of financial planning, budgeting, cash flow management, and public financing.
- Experience working directly with Board of Directors or Executive Committee.
- Knowledge of USGA mission, programming, and services (Rules, Handicapping, Course Rating, and Championships)
- Golf playing skills required; low handicap index is preferred.

## **Application Process**

For consideration, please send resume and cover letter to [careers@azgolf.org](mailto:careers@azgolf.org) by May 10, 2024. In the subject line of the email, please write: "CANDIDATE – AZ GOLF Executive Director".

The Arizona Golf Association will offer a competitive compensation package commensurate with qualifications and experience level. Additionally, AZ GOLF offers a healthy benefits program for employees, including medical insurance and retirement benefits.

All applications submitted will be held in strict confidence.