

Staff Responsibility

Employment Position Guidelines

WSCGA FOUNDATION DIRECTOR

The individual employed in this position shall act on behalf of the WSCGA Foundation, and reports directly to the WSCGA Executive Director and is responsible to the WSCGA President.

Qualifications:

Have a positive and pleasing personality and a focus on people and membership relations.

Understanding of the game of golf, the rules of golf, the WSCGA Constitution, foundation and association management.

Must be a self starter and able to perform a wide range of necessary duties on own initiative.

- Must have experience in fundraising
- Computer experience desirable; writing experience desirable; ability to make public presentations
- Understanding of negotiation, public speaking and human relations
- College or University degree preferred
- The ability and desire to work extended hours including weekends and holidays.

The duties of the WSCGA Foundation Director include:

General:

- Liaison between the WSCGA Foundation Trustees and the WSCGA Staff and membership
- Liaison between WSCGA Foundation Trustees and WSCGA Member Clubs
- Liaison between grant and scholarship applicants, equipment requests and WSCGA Foundation Trustees
- Liaison between CIF-SS and WSCGA Foundation

Facilitate communication as follows:

- Create and distribute/promote scholarship and grant applications and other documents as needed
- Draft correspondence to clubs and donors, scholarship and grant recipients
- Draft and coordinate newsletters, flyers, and articles concerning Foundation activities and awards
- Track donations and generate acknowledgements and thank-you letters to donors

Foundation Tournaments and Events:

- Pro-Am
 - Work with Pro-Am Chair
 - Coordinate flyers, entries and other promotional materials
 - Solicit and collect entries, donations, tee sponsors
 - Process all entries/donations, and work directly with host facility
 - Work directly with Trustees to solicit silent auction items and prizes
- WSCGA-CIF Regional and State Championship
 - Work as Rules official and registration as needed; coordinate volunteer marshals
 - Help with course set-up; scoring and scoreboard

Golf Equipment Donations and Distribution:

- Pick-up donated equipment as needed
- Organize and sort donated equipment, bags, shoes and balls
- Fill equipment requests
- Coordinate with CIF-SS for pick-up of equipment for annual equipment lottery

Attend Meetings as Necessary:

- Attend CIF-SS Girls' Golf Committee meetings
- Speak and participate at club fund raising events as necessary
- Speak at WSCGA Leadership workshops as necessary

Other:

Perform and oversee other duties as necessary or directed by the WSCGA Foundation and/or WSCGA. The WSCGA Foundation Director will be responsible for accomplishing unforeseen tasks that relate to the assigned function for the WSCGA Foundation and/or WSCGA.

All specific duties cannot be listed and responsibilities will change accordingly as the need arises. As conditions warrant, these guidelines may be amended from time to time.

This person may be required to lift and/or move items that weigh up to fifty pounds. Minimum vision is required to allow the person to perform all duties described in this document in a timely and efficient manner. While performing the prescribed duties, this person is regularly required to stand, walk, talk, use their hands, reach with hands and arms, stoop, bend, kneel or crawl.

This document is a guideline for performance and success through qualified situational management and co-existence with fellow staff and managers and their respective departments within the WSCGA.

The WSCGA Foundation Director will be expected to successfully raise a minimum of \$15,000 each year.

Compensation and benefits:

\$35,000 — 40,000 based on experience and qualifications

Medical, dental and vision insurance and Simple IRA available for employee after 90 days.

Please send resumes to Pat Blalock, Executive Director at WSCGA Foundation 402 W Arrow Hwy, San Dimas, CA 91773 or email to pblalock@womensgolf.org.