



**PGA**<sup>TM</sup>

Employment Services

July 12, 2017

*PGA Employment Services is pleased to notify you about the following employment opportunity based on the information in your CareerLinks profile*



**PGA**

North Florida Section

**Section Executive Director**

**North Florida Section**

**Orlando, Florida**

**ABOUT THE SECTION:**

The North Florida PGA is a group of approximately 1,500 PGA Members and Apprentices, serving the needs of the golfers of North Florida. It is a not-for-profit service organization founded in 1979 and one of the 41 Sections that make up the PGA of America. The North Florida Section is the fourth largest in the PGA, geographically comprised of the 42 counties from Tallahassee to Jacksonville in the north, and North Port to Melbourne in the south.

The mission of the North Florida Section PGA is to promote the enjoyment and involvement in the game of golf and to contribute to its growth by providing services to golf professionals and the golf industry. The North Florida Section PGA accomplishes this mission by enhancing the skills of its professionals and the opportunities for amateurs, employers, manufacturers, employees, and the general public. In so doing, the North Florida Section PGA elevates the standards of the professional golfer's vocation, enhances the economic well-being of the individual member, stimulates interest in the game of golf, and promotes the overall vitality of the game.

The section offices are located at The Reunion Resort in Orlando/Kissimmee, Florida. In addition to the Executive Director position, the section has 8 full-time employees.



**Reunion Resort – Home of the North Florida Section PGA Headquarters**



**PGA**

North Florida Section



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## **POSITION DESCRIPTION:**

The Executive Director will manage all Section business activities and programs in accordance with Association and Section objectives. Duties will include managing staff, assets and providing programs. The Executive Director will coordinate and provide programs and services including; education, tournaments, meetings and fund raising activities. Additionally, the Executive Director will ensure ongoing and regular communication to the members of the Section of all Association related news and information. The North Florida Section PGA Executive Director shall also serve in the capacity of Executive Director for the North Florida PGA Foundation, and shall fulfill the same prescribed duties and responsibilities, answering to the Foundation Board of Governors. Duties include, but may not be limited to the following:

### **BUSINESS ADMINISTRATION**

- Shall be chief executive officer and administrator of the Section and is responsible for the day-to-day operations of the Association.
- Update, implement and enforce Section constitution, by-laws, regulations, and policies established by the Board of Directors.
- Shall be authorized to speak for the Section and shall keep the president advised of such statements.
- Shall be authorized to enter into contracts on behalf of the Section and shall keep the Officers and Board of Directors aware of such contracts.
- Accountable for all financial affairs of the Section and its subsidiary companies, and shall maintain proper internal controls to protect Section assets.
- Coordinate all Code of Ethics procedures from beginning to end, acting in accordance with PGA of America Code of Ethics guidelines and procedures.
- Assure that Section is adequately insured.
- Approve all expenditures and manage the annual budget of the Association.
- Work with the Section's Finance Committee and the PGA of America in preparing all financial records, reports and tax filings.
- Ensure all member classifications and job information is current and accurate.
- Shall ensure all ADP requirements are met and the Section is operated under and in compliance with the PGA of America and its Section Activity Guidelines.
- Maintain good working relations with allied associations.

### **OFFICE ADMINISTRATION AND GENERAL POLICY**

- Report and be accountable to the Officers of the Section.
- Responsible for writing job descriptions for each employee of the Section office.
- Shall hire, reprimand or dismiss employees.
- Shall train, supervise, counsel and review all employees.
- Shall make employee salary and benefit recommendations to the Section Officers and Finance Committee.
- Establish and implement employment and office policies and procedures.
- Shall be an ex-officio member of all committees of the Section. Work with and on behalf of all Committee chairpersons.
- Shall prepare and distribute all meeting agendas, verify attendance and provide and maintain all board and committee meeting minutes.
- Shall set his/her own schedule so as to meet the requirements and duties of the position.

## **ASSOCIATION REPRESENTATION**

- Attend all Board Meetings and General Membership Meetings unless other Association business prohibits such attendance.
- Attend the PGA of America Annual Meeting, District meetings, Regional meetings, and the National Executive Directors Conference at the expense of the Section, and the PGA Merchandise Show with the approval of the Section Officers.
- Serve on any PGA of America committees if chosen.
- Coordinate and communicate Section delegation travel and lodging to National, Regional, District, and section meetings.
- Work closely with PGA of America Employment Consultant to maximize benefit to members and employers located within the Section.

## **STRATEGIC PLANNING (LONG AND SHORT TERM)**

- Coordinate and supervise preparation of the Section's long and short range business objectives.
- Supervise formulation of the annual Section Business Plan and ensure its submission to PGA of America.

## **SPONSOR & PARTNER DEVELOPMENT:**

- Responsible for the procurement of all corporate sponsorship and partnership sales for the Section.
- Maintain all appropriate sponsorship and marketing contracts.
- Work closely with all Section sponsors to ensure their satisfaction.

## **SECTION CHAPTER ADMINISTRATION:**

- Responsible for the proper administration of all North Florida Section Chapter business and shall coordinate with Chapter leadership to insure the smooth operation and integration with Section activities.
- Shall insure all Chapter financial transactions and reporting are maintained in a timely manner.
- Attend as many Chapter board and membership meetings as reasonably possible, keeping the Chapter Board of Directors and membership informed regarding Section affairs.
- Shall be aware of Chapter rules and regulations to ensure compliance with Section and National regulations.

## **NORTH FLORIDA PGA FOUNDATION:**

- Serve in the capacity of Executive Director of the North Florida PGA Foundation. In this capacity shall be responsible for managing and supervising the North Florida Section PGA staff to perform the administration of all Foundation programs and activities.
- Work in cooperation with the Foundation Board of Governors to fulfill all necessary requirements and reporting as required by state and federal regulations to maintain 501C 3 status.

## **MEMBER PROGRAM MANAGEMENT:**

- In cooperation with the Section Education Committee, administrate education programs for Section members corresponding to industry demands.
- In cooperation with the Section Tournament Committee, administrate the annual Section tournament schedule.

## **EXPERIENCE / QUALIFICATIONS:**

*Including, but not limited to, the following:*

- PGA of America Member in good standing preferred
- College degree required, or significant experience equal to same will be considered
- Executive or senior staff member of similar organization, with preferences to include:
  - PGA of America Section (5 years preferred)
  - PGA of America Headquarters (5 years preferred)
  - Allied Golf Association (5 years preferred)
- Must have strong leadership and organizational skills
- Intimately familiar with the organizational structure, culture and history of the PGA of America
- Experience in managing and developing budgets, business plans as well as managing financial assets and banking
- Proven ability with sponsor procurement and foundation fundraising preferred

## **IMPORTANT OTHER SKILLS CONSIDERED:**

- A good understanding of the PGA of America's mission, PGA Constitution, PGA membership guidelines, enrollment processes, and the golf industry. Experience at the executive or senior staff level of a PGA of America Section is a plus
- Proven ability to represent an organization in a fashion representative of the organization both inside and outside of the organization's industry
- Understanding and command of current and future communication vehicles and platforms to engage increase participation in NFPGA Member and golf community events
- Proven ability to develop programs to diverse populations in effort to engage more exposure, opportunity and participation in NFPGA events
- Excellent verbal and written communications skills
- Experience recruiting, training and managing staff
- Experience in general association management and working with a Board of Directors, committees and volunteer base preferred
- Marketing and promotions skills
- Business administration skills including organizational skills and being detail oriented
- Interpersonal skills to ensure a cooperative environment within the Association, Staff, Section Membership, Sponsors and the community
- Experience in program and tournament management
- Proven customer service skills

**COMPENSATION AND BENEFITS**

A complete package is noted in the pages below and is commensurate with experience

**APPLICATION INSTRUCTIONS:**

Located in the pages below

**ANTICIPATED START DATE:** September 15, 2017 or earlier



**PGA**

North Florida Section

Resumes Accepted By:

Email

Employer does not wish to accept phone calls

Send Resume To:

Mr. Mike Lynch

Section President

E-mail Cover Letter / Resume To:

[Careerlinks4@pgahq.com](mailto:Careerlinks4@pgahq.com)

Application Instructions:

PGA Employment Services is accepting resumes and administering the search for this position.

Address your Cover Letter to: Mr. Mike Lynch President, North Florida PGA

Combine your cover letter, resume, and reference page into one PDF file. Name the file as follows: First Name Last Name Resume NFPGA ED

Send by email to [CareerLinks4@pgahq.com](mailto:CareerLinks4@pgahq.com) In the e-mail subject line put: NFPGA ED Position

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Reports to (Name): **NFPGA Board of Directors**

Reports To (Title): **Board of Directors**

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Position: **Executive Director**

Facility / Business Name: **North Florida Section  
Reunion, FL**

Section: **North Florida**

Job Status: **Open**

Resume Deadline: **07/27/2017**

Position Start Date: **09/15/2017**

PGA Employment Consultant: **Mike McCollum**

Important Comments: **PGA Employment Services is accepting resumes and administering the search for this position.**

**Address your Cover Letter to: Mr. Mike Lynch President, North Florida PGA**

**Combine your cover letter, resume, and reference page into one PDF file. Name the file as follows: First Name Last Name Resume NFPGA ED**

**Send by email to CareerLinks4@pgahq.com In the e-mail subject line put: NFPGA ED Position.**

Reimburse for Interview Travel & Lodging: **No**

**Facility Information**

Facility/Company Owner:	Golf Association
Facility Owned/Managed By Mgt. Co.:	No
Management Company:	N/A or Other
Course Access:	Golf Association
Number of Holes:	N/A
Professional on Site:	January - January
Caddie Program:	No
Practice Range:	No



Compensation					
Revenue Package	Prof. Receives Net %	Prof. Receives Gross %	Anticipated Revenue (Min)	Anticipated Revenue (Max)	Comments
Salary	%	%	\$ 130,000	\$ 160,000	Florida has no state income tax
Other 1	%	%	\$ 0	\$ 25,000	Annual Performance Bonus potential based on criteria established by Section Officers
Revenue Total:			\$ 130,000	\$ 185,000	

Benefits Package Includes:	Comments
Health Insurance: Individual	100% of premium paid by employer
Health Insurance: Family	Available at employee expense
401K (% Employer Contributes)	Not currently offered, but is negotiable
Professional Association Dues	
Paid Vacation (Number of Weeks)	
Contract (Length of Term)	
Cell Phone Expenses	Per Section policy
Automobile Expenses	Per Section policy
Relocation Allowance	Negotiable
Business Expense Account	Per Section policy
Clothing/Uniform Allowance	Per Section policy and based on vendor partnership agreements
Other (Specify)	No State Income Tax





*"The Experts In the Game and Business of Golf"*

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