



**IDAHO GOLF ASSOCIATION**  
**Employment Opportunity**

**EXECUTIVE DIRECTOR**  
**IDAHO GOLF ASSOCIATION**

The Idaho Golf Association (IGA) is the governing body of golf in the state of Idaho and conducts a full schedule of amateur competitions and qualifying rounds covering approximately 30 competition days, including several exclusively for juniors through the IGA Juniors. The IGA is governed by a volunteer Board of Directors made up of nine men and women who serve for three-year terms. The day-to-day operations of the association are conducted by a full time staff of three, plus a part time intern. The total IGA financial operations in 2009 were approximately \$600,000 and it had net assets of roughly \$250,000.

**POSITION:** Executive Director

**SALARY:** \$55,000-\$70,000, commensurate with qualifications, education and experience.

**BENEFITS:** Major Health Care

**AVAILABLE:** Immediately, with a planned start around November 1<sup>st</sup> 2010

Send letter of interest, including salary requirements and resume to:

Executive Search Committee

ATTN: Bill Cole

Idaho Golf Association

PO Box 9958

Boise, ID 83707

OR

Email: [jeff.dunn@qwest.com](mailto:jeff.dunn@qwest.com)

*Applications will be accepted through September 20, 2010.*

**[www.theiga.org](http://www.theiga.org)**

## PRIMARY RESPONSIBILITIES

1. Administration - - Ultimately responsible for the administration of all IGA programs (Handicapping, Championships, Course rating, Junior Golf, etc.), as well as the fiscal well being of the Association. Manage the day-to-day operations of the office.
2. Head of Staff - - Responsible for the direction of all staff members. Serve as the IGA's personnel director with the ultimate responsibility for hiring, evaluating, and dismissing employees. Recommend personnel and salary review needs to the Executive Committee. The IGA has two full time staff members and one part time intern.
3. Championship Administration - - Oversee the implementation of all IGA championship and Rules of Golf programs. Organize and schedule USGA co-sponsored events including multiple qualifiers. Coordinate and secure tournament sites, including planning, set-up, and on-site administration of competitions.
4. Finance - - Prepare, administer and monitor a fiscal budget for the IGA. Work with the Finance Director in monitoring all checking, savings, investment, inventory, depreciation and expense accounts. Provide the Treasurer with financial information and/or reports as requested.
5. Handicapping - - Oversee the IGA's handicapping system. This includes ensuring individual club compliance with USGA requirements and addressing and assisting in the resolution of problems that arise in the operation of the handicap vendor system.
6. Junior Golf - - Oversee the IGA Junior Golf program in areas of administration, budgeting, tournaments, and fund-raising.
7. Course Rating - - Work with each District Course Rating Leader(s) to ensure that all IGA clubs are properly measured and subsequently rated in accordance with the USGA Course Rating requirements. This includes making sure the results are properly calculated, reviewed, published and distributed.
8. Communications - - Oversee the communications and member services to improve the flow of information between the IGA and member clubs.
9. Planning - - Responsible for planning for the long-range objectives of the IGA in conjunction with the Executive Committee.
10. Fund Raising - - Responsible for overseeing and growing the Associations fundraising efforts by working with the public and business sectors.

#### ADDITIONAL RESPONSIBILITIES

- Serve as the IGA's chief spokesperson and represent the IGA in functions with the USGA, PGA, and other local, regional, national and international allied golf associations.
- Responsible for liaison with the President, Executive Committee, Board of Directors and IGA committees/volunteers.
- Organize and schedule IGA meetings and other special events.
- Organize/conduct seminars and workshops on handicapping, the Tournament Pairings Program and the Rules of Golf.
- Serve as the editor of the IGA Annual Report and formulate the calendar of events for spring meetings.
- Establish, develop, maintain and promote good relations with the media.
- Promote IGA membership to non-member clubs.
- Hire and supervise the USGA Intern.
- Administer the Amateur Status Reinstatement service.
- Oversee all administrative issues concerning payroll, payroll taxes, and Association insurance and employee benefits.
- Serve on the USGA Regional Associations Committee as approved by the Executive Committee.
- Oversee the volunteer program, including recruitment, training, utilization, and recognition of volunteers.
- Promote IGA programs and services through personal appearances, speeches, seminars, articles and the IGA website.
- Perform other duties as directed by the President or Executive Committee.

#### DESIRED SKILLS AND KNOWLEDGE

- Previous golf knowledge, skill and experience.
- Strong written, verbal and public relation skills.
- Good PC skills. Experience with QuickBooks, Word, Access, Excel, PowerPoint, and the Internet
- Ability to gain knowledge of the GHIN Handicap System and vendor operations.
- Ability to gain knowledge of Tournament Pairings Program.
- Good organizational skills.
- College Degree preferable.