



Western Pennsylvania Golf Association Employment Opportunity – Director of Operations

Reports to Executive Director

Job description: The Director of Operations will assist the Executive Director in the day-to-day operations of the WPGA and assist in governance. This position is full-time.

Qualifications: Five years of employment with an Allied Golf Association as a department head of a core program is preferred. Certification in the Rules of Golf and World Handicap System is preferred. Required skills include, but are not limited to, strategic planning, leadership of volunteers, strong written, verbal, and public relations skills, and financial management. A college/university degree is required along with strong communication and interpersonal skills, knowledge of and passion for the game of golf, and the ability to engage with the golf community.

Duties and Responsibilities:

- Assist with the day-to-day financial operations of the association including developing reports as needed
- Engage in outreach to association member clubs, members, and key stakeholders
- Assist with the management of the WPGA Foundation and WPGA Scholarship Fund
- Assist in the conduct of WPGA competitions and USGA qualifying rounds
- Assist the Erie District Golf Association in the conduct of its competitions
- Assist in compliance with Association agreements and contracts
- Serve as primary liaison to the Green, Risk Management and Scholarship committees
- Coordinate solicitation campaigns for the WPGA Scholarship Fund
- Develop revenue diversity programs
- Organize and conduct Association educational programs
- Direct association fund raising activities and fulfillment of sponsor relations
- Train staff members as needed
- Other duties as assigned



Applicant must be a self-motivated individual with a strong work ethic and must be able to work unsupervised. Previous speaking experience, including making presentations to groups of all sizes is preferred. Applicants must also be willing to travel and work long hours, which may include overnight or weekend travel during the golf season.

Location: WPGA, 930 North Lincoln AVE, Pittsburgh, PA 15233

Compensation and Employment: Compensation is commensurate with qualifications, experience, and the size of the Association; standard expense account for transportation, food, lodging and related expenses; health, dental, life, disability, and optical insurance; retirement program; travel to applicable professional meetings.

Application Deadline: This position will remain open until filled.

Apply: Please forward a cover letter and resume by mail or email to:

Terry Teasdale, Executive Director
Western Pennsylvania Golf Association
930 N Lincoln AVE, STE 1
Pittsburgh, PA 15233
Email: tteasdale@wpga.org

The successful candidate will be subject to a background check upon extension of job offer.

Overview

The Western Pennsylvania Golf Association was founded in 1899 to advance the interests and spirit of the game of golf and to encourage a spirit of harmony and cooperation among golf clubs and other related associations. Started by members from five clubs, the association now has over 200 member clubs and over 33,000 individual members. Primary activities include the administration of the World Handicap System, educational programs for members and club employees, the sharing of information and the conduct of championships. We also administer the WPGA Scholarship Fund to provide tuition assistance to employees of our Member Clubs.