



930 N Lincoln Ave
Pittsburgh, PA 15233
412.826.2180
www.wpga.org

NOTICE OF FILING

Employer Name: Western Pennsylvania Golf Association

Position Title: Director of Operations

Position Duties:

Assist with the day-to-day financial operations of the Western Pennsylvania Golf Association (WPGA) 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 United States Golf Association (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 fundraising activities and fulfillment of sponsor relations. Train staff members as needed. Teleworking is permitted 20% of the time within the Pittsburgh, PA metropolitan area during WPGA's off-season – October 15 to March 15. Domestic travel is required up to 30% of the time.

Work Location: 930 N Lincoln Ave
Pittsburgh, PA 15233

Work Hours: 9 AM to 5 PM

Minimum Qualifications: US Bachelor's degree or foreign equivalent degree in Business Administration, Marketing, Sports Management, Association Management, or related field and three (3) years of experience as a Golf Association Department Head or related position.

Experience must include: not-for-profit strategic planning; relationship management with volunteer committees, board of directors, and stakeholders; not-for-profit sports organization financial management with a budget over \$1 million; sports fundraising and partnership cultivation; Rules of Golf and World Handicap System; Diversity, Equity, and Inclusion program development; governance modernization; sports policies; and committee charters.

Resume To: Terry Teasdale at tteasdale@wpga.org, reference "Director of Operations"