



UTAH GOLF ASSOCIATION

"A Membership for Everyone!"

The Utah Golf Association (UGA) is the governing body of amateur golf in the state of Utah. The UGA conducts a full schedule, covering most of the calendar year. Included in the UGA schedule are 20 amateur competitions and qualifying rounds, eight-man team leagues throughout the state, interstate competitions and team and individual participation in regional and national competitions. The UGA is governed by a volunteer Board of Directors made up of twelve men and women who serve for three, three-year terms. The day-to-day operations of the association are currently conducted by a full-time staff of six. The UGA has nearly 26,000 individual members and 120 clubs. The Utah Golf Association headquarters is in Millcreek, Utah.

POSITION:	Director, Membership & Marketing
REPORTS TO:	Executive Director
LOCATION:	4444 South 700 East, Suite 105, Millcreek, Utah 84107
SALARY:	\$40,000 to \$50,000, commensurate with qualifications and experience
BENEFITS:	Major Health Care for employee, 50-50 premium sharing for spouse and/or dependents; Dental; Life Insurance; 401k with 3% match; mileage reimbursement; paid vacation, holidays and sick leave, tech reimbursement
RESPONSIBILITIES:	See attached job description below
PLEASE INCLUDE:	Letter of interest, resumé, references and salary requirements
DEADLINE:	Open until filled

Send letter of interest, resume, references and salary requirements in PDF form via e-mail to:

Jacob Miller, Executive Director
Utah Golf Association
Email: jacob@UGA.org

Overall Job Mission

To provide customer service to both individual members and member clubs of the Utah Golf Association (UGA) and to ensure that all benefits of membership are being delivered. This position will oversee marketing and promotion efforts geared toward the retention and growth of the UGA membership. In addition, this position will manage vendors to ensure our member club and office IT needs are fulfilled.

Member Services

- Responsible for all aspects of maintaining up to date and accurate membership data for all UGA members
- Responsible for fulfilling and promoting current inventory of member benefits and Gold and Silver packages
- Develop new member benefits that will retain and attract new golfers
- Communicate with UGA Member Clubs on USGA related handicap issues
- Point of contact and technical support for UGA Member Clubs
- Oversee and coordinate the creation and distribution of annual membership cards
- Design and delivery bi-monthly newsletters to UGA members to coincide with handicap revisions.
- Create and execute all marketing and digital communication strategies
- Works closely with Fairways Media on fulfilling advertising and communication campaigns
- Assists Executive Director with establishing financial and programmatic goals for the association
- Conduct educational seminars for member clubs on the USGA Handicap Program and GHIN related products
- Plan, schedule and host UGA member days at golf courses around the state

Technology Services

- Manage, troubleshoot, and resolve all issues within statewide inventory of 120 PC score posting tablets/PCs
- Manage projects with UGA website developer (Golf Nations)
- Create and manage content on UGA website
- Manage office phone system
- Train and advise staff, board members, member clubs, and individual members on UGA website, GHIN Mobile and UGA APP, and proprietary Unites States Golf Association software (GHIN)
- Point person for the purchasing of all UGA computer hardware. This includes computers in the UGA offices and all hardware at UGA member clubs
- Responsible for the maintenance of the association database (CRM)

General Job Responsibilities

- Responsible for working with the Executive Director and Controller on the creation of annual budget for all programming which this employee oversees
- Maintain work hours as defined by UGA employee manual. This job requires some travel throughout Utah and nationally
- Comply with all other expectations as defined in UGA employee manual.
- Assist with answering general phone calls
- Act as support staff at UGA Championships
- Perform additional duties as assigned by the Executive Director
- Co-host or segment call-in on the weekly ESPN 700 golf radio show (occasional)
- Supervise and manage the hiring, training, evaluation and daily activities of the 3-month media intern

Qualifications & Experience

- Bachelor's degree from a four-year college or university
- Strong customer service skills, background in customer relations
- Project management experience required
- Excellent written and oral communication skills
- Proficient with MS Office and CRM programs, USGA GHIN platform and Golf Genius.
- Experience in database management preferred
- Experience using Microsoft office suite, photoshop, and general web-based applications preferred
- Self-motivated individual with strong work ethic and enthusiasm
- Reliable transportation required with a valid driver's license

Physical Requirements

- Time spent at UGA headquarters will be at a desk, some time will be spent at tournaments, events, seminars, meeting with clubs and members, and other travel as needed
- Ability to effectively communicate with co-workers, customers, and outside agencies by telephone and in person. Ability to lift/carry up to 50 lbs.