



# 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 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 UGA are currently conducted by a full-time staff of five. The UGA has nearly 32,000 individual members and 120 clubs. The UGA headquarters is in Salt Lake City, Utah.

- POSITION:** Executive Director
- REPORTS TO:** Board of Directors
- LOCATION:** 4444 South 700 East, Suite 105, Salt Lake City, Utah 84107
- SALARY:** 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 4% match; mileage reimbursement; paid vacation, holidays and sick leave
- RESPONSIBILITIES:** See attached job description below
- PLEASE INCLUDE:** Letter of interest, resumé, references and salary requirements
- DEADLINE:** July 5, 2022

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

Mike Bailey, Chairman  
UGA Executive Director Search Committee  
Email: [m Bailey@parsonsbehle.com](mailto:m Bailey@parsonsbehle.com) AND to [lisa@uga.org](mailto:lisa@uga.org)  
In subject line, please write "Candidate - UGA Executive Director"

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## Executive Director

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### Overall Job Mission

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The Executive Director is responsible for leading the UGA and advancing its vision, strategic initiatives and priorities. The Executive Director serves as the visible public face of the UGA, is a key influencer both regionally and nationally within the industry and cultivates collaboration among allied associations to promote the game of golf in the Utah community. The Executive Director will manage all UGA business activities and programs in accordance with UGA objectives.

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### Primary Job Responsibilities

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- Implements the mission and vision of the organization, setting initiatives and goals through effective team leadership.
- Oversees all operations and budget to ensure fiscal responsibility and sustainable resources.
- Hires, builds, develops and retains high-performing talent; continually evaluates/re-configures organizational structure as needed.
- Ensures implementation of USGA contractual obligations through the AGA Collaboration Agreement for delivering USGA core products and services.
- Collaborates with allied organizations and stakeholders to provide leadership that strengthens golf in Utah; provides leadership to Golf Alliance for Utah.
- Keeps up to date on industry trends to seek and identify opportunities for growth and expansion of programs and services.
- Ensures the UGA continues to develop innovative offerings to facilities, clubs and individual golfers.
- Works with Board of Directors to develop/strengthen governance structure and serve as primary communicator.
- Establishes/reviews all UGA internal policies/procedures and makes revisions where necessary to keep current and compliant.
- Accountable for all brand development and marketing strategies.
- Authorizes contractual and other organizational commitments on behalf of the UGA; serves as primary decision-maker for all vendors/accounts/sponsorships.
- Provides assistance and serves as a liaison to the Utah Golf Foundation, which is a 501 (c) (3).
- Oversees full-time staff of 5 in addition to 4 P.J. Boatwright interns.
- Serves as “Chief Relationship Builder” with external stakeholders as well as other key industry partners, including media and local business owners; acts as key spokesperson for the UGA.
- Participates in industry functions to elevate the visibility of the UGA nationally and regionally.
- Schedules and manages all the UGA Board, Executive Committee and committee meetings.
- Accountable for organization’s image, activities and overall performance.
- This position requires residence in Northern Utah and is not remote.

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### Qualifications & Experience

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- Extensive experience in the golf industry or amateur golf administration; good knowledge of the game of golf and the relationships within the industry.

- Knowledge of the Rules of Golf, World Handicap System, course rating, and tournament management.
- Excellent communicator in all types of settings and with diverse groups; public speaking with both internal and external audiences.
- Business administration expertise, including management of annual budgets (salaries, capital expenditures, revenue/expense, etc.).
- Ability to work effectively with a wide variety of constituents.
- Exceptional leadership and organizational skills.
- Self-directed individual with strong work ethic and enthusiasm.
- Excellent written and oral communication skills.

#### Technical Skills

- Computer literate using Microsoft Office and multiple online membership platforms.

#### Physical Requirements

- Time spent at UGA headquarters will be at a desk, remainder of 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 30 lbs.