

Job Title: Assistant Executive Director
Manager's Title: Executive Director



ABOUT THE WESTERN NEW YORK SECTION, PGA OF AMERICA

The Western New York PGA Section (WNYPGA), located at Glen Oak Golf Course in East Amherst, NY is one of 41 Sections of the Professional Golfers' Association of America. The PGA of America, formed in 1916, has grown into the world's largest working sports organization with more than 27,000 members and associates. Its mission is to promote enjoyment and involvement in the game of golf and to contribute to the game's growth by providing services to golf professionals and the industry. The WNYPGA has been a part of the PGA of America umbrella since 1925, and consists of approximately 275 golf professionals in Buffalo, Rochester and Northwestern PA area. The Section and it's Foundation PGA REACH WNY has seen substantial growth over the past few years. In 2019, we were proud to have built a new office and hall of fame at Glen Oak Golf Course that is now the home of our Section and Foundation, The Buffalo District Amateur Golf Association, PGA HOPE Buffalo Chapter, Special Olympics of WNY training ground, Doubles Golf National Qualifier, Sub-Regional and Local Drive Chip and Putt, Junior League Section Championship and numerous other Professional Championships. This makes a unique opportunity for the Section and Foundation to make a true impact in the growth of the game right outside our back door.

ABOUT THE PGA REACH WNY FOUNDATION

PGA REACH WNY was created with a goal of providing support to various organizations within the boundaries of the Western New York PGA Section. Through the game of golf, the Foundation works to fund programs supporting its mission, including the Western New York Section PGA Junior Golf initiatives and various other underprivileged youth golf programs. The Foundation conducts and/or supports a variety of initiatives that serve the founding pillars: youth, military, and diversity in golf.

VISION OF THE SECTION AND FOUNDATION

The WNYPGA and PGA REACH WNY have a clear vision of where they want to be in 5 years. The Assistant Executive Director will play a major role in this unique plan that will provide them the opportunity to be on the forefront of a national model for growth of the game and recruitment for future PGA Professionals.

SECTION STAFF MISSION

To provide a first-class experience for WNYPGA Members and Foundation benefactors in all tournaments, events and programming. Our team works in a collaborative, fun environment and has a passion for sharing their love for the game of golf with others.

BENEFIT OF THE POSITION

The Western New York Section has a proven track record of placing employees in their next role. The Executive Director and Section have a true passion for career development and future employment mentorship. The goal would be to get the Assistant Executive Director ready for an Executive Director role in the future.

KEY ATTRIBUTES:

- Can do attitude with a an ability to critically think
- Empathetic to others
- Dedicated to sharing their passion for the game of golf
- Detail oriented and collaborative
- Strong leadership skills
- Understanding of PGA of America Section, Allied Golf Association or General Golf Administration Operations

OVERALL JOB SUMMARY:

Under the direction of the Executive Director, the Assistant Executive Director shall be primarily responsible for the daily operations of both the WNYPGA Section and PGA REACH WNY Foundation. The candidate will be responsible for ensuring all functions of the Section team are directly in line with the long-term strategic plan of the Board of Directors and Foundation Trustees.

ESSENTIAL RESPONSIBILITIES:

- Work with each team member on delivery of strategic plans in their respective departments by supporting, leading and mentoring
- Represent the Section at various functions at the direction of the Executive Director
- Oversee the WNYPGA Section Office that is to be used a workplace, hub for growth of the game and benefit to allied associations
- Point person for WNYPGA Member fundraisers and programs
- Clearinghouse for Section and Foundation partnership activations
- Responsible for accounts payable, project reconciliation, accounts receivable and credit card coding with National
- Monitor credit card spending and coding
- Works with communications and operation staff members to ensure all such events are marketed and executed according to Section standards
- While the Executive Director will be the primary contact for Business Development/Sponsorships, this role will be involved with assisting the Executive Director. This could include managing and recruiting partners.
- Work with team members to effectively deliver growth of the game initiatives, including but not limited to junior golf programs, PGA Jr League, PGA.coach, PGA HOPE, Doubles Golf, Golf Pass E-Book and diversity and inclusion initiatives

- Work with the Executive Director to promote Section Member engagement across all areas in WNY
- Collaboration of annual budget and business planning in conjunction with the Executive Director

SKILLS, KNOWLEDGE AND ABILITIES:

- Skills in planning and organizing.
- Skills in oral and written communications, including skills in interpersonal communications.
- Skills in public speaking and presentations.
- Skills in managing multiple priorities in a multi-functional work environment.
- Skills in event management.
- Knowledge of the golf industry and PGA of America
- Ability to interact, collaborate, and build relationships both internally within departments and externally with Section Association stakeholders
- Ability to influence with an open and direct communication style and willing to engage in constructive debate.
- Ability to motivate others.
- Ability to apply judgment and decision making skills.
- Ability to present self in a professional manner and appearance.
- Ability to maintain confidentiality of sensitive data.
- Ability to work overtime to include weekends.
- Ability to be flexible.

MANAGERIAL RESPONSIBILITY:

- When the Executive Director is out of the office or not at an event, the Assistant Executive Director will be the on-site manager.

FINANCIAL RESPONSIBILITY:

- Responsible for creating, managing, and maintaining Section budgets with the direction of the Executive Director. Manage National accounting team with regards to Section monthly and annual Financials.

POSITION / PHYSICAL CONDITIONS

- While performing the duties of this job, the employee is: frequently required to stand; walk; sit; use hands to manipulate, handle, or feel, and talk / hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. This position must be able to travel for extended periods of time in various modes of transportation.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.
- The employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Region. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION/BENEFITS:

- Base salary range of \$50,000 - \$55,000
- Opportunity for sponsorship commission negotiable
- Individual and family medical insurance covered 100% of WNYPGA plan

- Merit based bonus potential up to \$5,000
- Simple IRA company match of 3% after 6 months of employment
- Education/professional development allowance as approved by Executive Director
- PGA Dues paid, if applicable
- 15 Days of PTO for first 5 years of employment, 20 days after 5 years
- Reimbursement for work related travel at IRS rate

APPLICATION REVIEW AND TIMELINE: Applications will be reviewed immediately following the application deadline with top candidates completing up to 2 interviews (1 video and 1 in person).

APPLICATION SUBMISSION AND DEADLINE: All resumes and cover letters should be sent to Executive Director Steven Bartkowki at sbartkowski@pgahq.com. Deadline for resumes is Monday, April 26th with the anticipated start date being June 1st.