



**Job title:** Director, Women's Operations  
**Status:** Regular, Full-Time, Exempt Employee  
**Position Location:** Dallas Office  
**Reports to:** Managing Director-Championships

### **Job Summary**

The Texas Golf Association seeks an experienced tournament director to lead and execute women's golf events at the highest level. Qualified applicants will have extensive experience in Championship administration, leadership and a variety of women's golf initiatives. Demonstrated background and ability in Communications, P&L, and working with volunteer leaders is also preferred.

### **Principal duties**

**Championships:** The Director, Women's Operations will serve as the Staff in Charge at TGA Women's Competitions and may serve as Championship staff at other TGA events as assigned.

- Perform on-site tournament administration duties such as golf course marking, golf course set-up, equipment set-up, rules officiating, pace of play, starting, scoring and managing volunteers.
- Complete pre-tournament administration such as communicating with host clubs and participants, updating website, preparing media releases, acquiring future sites, etc.
- Effectively lead a team of TGA staff and volunteers to ensure that all TGA operational standards are met and the experiences of players, volunteers, spectators and the host club are exemplary.
- Carefully communicate with the Managing Director, Championships and actively participate in Championship Department meetings, planning and training activities. Coordinate use of shared equipment and other resources with the Championship Department.

**Communication:** Work with the Communications Department to contribute to the development and distribution of women-focused content across all TGA platforms.

**Player Development:** As needed, the Director, Women's Operations assists with programs to encourage growth in women's membership and participation at all levels.

**Women's Committee:** As a key contributor to the vision, strategy and planning for delivering women's golf to Texas, the Director, Women's Operations participates in a leading role at Women's Committee meetings. Working with the Executive Director and Women's Committee Chair, the position contributes to developing the vision, goals and strategic direction for Women's golf.

### **Key Characteristics:**

- Extensive background and proficiency in championship operations and Rules of Golf
- Experience in administration and scoring of multiple competitive formats
- Demonstrated leadership skills
- Outstanding organizational skills and the ability to multi-task
- Exceptional verbal and written communications skills

### **Requirements:**

- Minimum 2-years experience as a Tournament Manager
- PGA / USGA Rules of Golf Workshop attendance, demonstrated proficiency in Rules of Golf
- Strong computer skills including the use of Microsoft Office Suite and Adobe Photoshop
- Working knowledge of USGA GHIN software and USGA Tournament Management powered by Golf Genius preferred

### **Compensation:**

Salary range \$45 - \$60K, Commensurate with experience. Group health and vacation paid by company.

**SEND COVER LETTER / RESUMES TO:**

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**TEXAS GOLF ASSOCIATION**

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