



# West Virginia Golf Association

## Director of Field Services & Outreach

### Job Description



The WVGA conducts all major state championships including the West Virginia Open, the WV Amateur Championship (men and women) as well as qualifiers for the USGA and promotes an aggressive one-day tournament schedule comprised of the Callaway Junior Tour, WVGA Amateur Tour and the WV Senior Series. The Association directs The First Tee of WV, a far-reaching initiative to provide young people of all ethnic and socio-economic backgrounds an opportunity to develop, through golf and character education, life enhancing values. In addition, the Association provides a course rating service and a handicap system in accordance with the USGA to its members and member clubs. The WVGA is governed by a volunteer Executive Committee, has a full-time staff of 6 employees and 3 part-time employees, including interns.

**POSITION:** Director of Field Services & Outreach

**DESCRIPTION:** The Director of Field Services & Outreach will report to the Executive Director and will manage the outreach, recruitment, development and execution of services to our Members and Member Clubs. Additionally, the Director of Field Services & Outreach is responsible for planning, organizing and directing fundraising endeavors.

**APPLICATION DEADLINE:** January 24, 2018

#### **RESPONSIBILITIES:**

##### **Membership**

- Provide service and relationship sustainability to our 75 Member Clubs and 10,000 Individual Members
- Provide technical support and USGA Tournament Management Training to Member Clubs
- Point of contact for the WVGA VIP Card Program
  - Processing new members to the association
  - Contributing to annual publication and other promotional tools
- WVGA Point of contact representing the WVGA for the WVPGA/WVGCSA
- Provide support to the Championship Department at State Championships

##### **Outreach**

- Must embrace the mission of the West Virginia Golf Association
- Collaborate with the Director of The First Tee of WV in identifying Membership Outreach opportunities
- Attend Member Club events representing the WVGA to promote membership programs
- Recruit, secure, steward alternative revenue streams
- Have desire to get out of the office and build external relationships
- Grow major gifts, legacy giving and solicit new donors
- Direct annual giving program, including mailings and fundraising drives

#### **JOB REQUIREMENTS**

- 4 Year Bachelors Degree or Equivalent
- Strong Communication skills with strength in multitasking
- Working knowledge of Microsoft Office, Adobe Illustrator and Photoshop
- Proficient in Social Media Marketing

**LOCATION:** Charleston Town Center Mall, Charleston, WV 25389

**BENEFITS:** Includes Employee Health Insurance, 401k, Cell Phone Reimbursement. Coverage of Business Travel Expenses

**APPLY:** Please forward a cover letter and resume to:

West Virginia Golf Association  
ATTN: Brad Ullman  
2115 Charleston Town Center  
Charleston, WV 25389

Or email resume to [bullman@wvga.org](mailto:bullman@wvga.org) with "Director of Field Services & Outreach" in the subject line.

*For more information about the West Virginia Golf Association, please visit [www.wvga.org](http://www.wvga.org)*