



Position: Executive Director

Reports to: Board of Directors

Date: Submit resumes by Friday, May 7, 2021. Position located on Oahu, Hawaii.

Overview

The Hawaii State Junior Golf Association (HSJGA) is a multi-purpose 501C3 Non-Profit Organization with First Tee – Hawaii under its umbrella. Founded in 1998, the HSJGA has developed a strong reputation as a leader in junior golf both locally and nationally providing opportunities through competition, a pathway to college golf and creating lifelong golfers and leaders. The First Tee – Hawaii, a Chapter of the PGA Tour First Tee Foundation Inc. came under the umbrella of the HSJGA on January 1st, 2021 in an effort to expand its positive impacts on youth and positively uplift more communities in the state as well as provide a pathway from early youth golf to junior golf.

The Executive Director is responsible for these two organizations that maintain their individual brands and identities, and each play an important role in the golf industry in Hawaii.

Duties and Responsibilities

Strategic

- Establish a five- and ten-year strategic plan with annual operational milestones to grow both First Tee, Hawaii and HSJGA.
- Establish required operational budget to meet strategic plan
- Create fundraising plan and approach to align with strategic plan
- Create a staffing, volunteer and board model to align with strategic plan

Fundraising and Financial

- Create and manage an annual operational budget in line with planned revenues
- Establish a fundraising approach with partners, donors, events, social marketing etc.
- Execute fundraising approach to meet strategic plan and operational budget
- Identify new revenue sources to assist with strategic plan
- Build and maintain new and current donor relationships
- Identify new revenue sources

Operations and Marketing

- Create an organizational approach (roles and goals) to meet strategic plan.
- Recruit, develop, and retain a team of 7-10 dynamic industry professionals
- Provide leadership, direction and motivation to the staff and operational committees to drive implementation of the Strategic Plan
- Maintain the business affairs annually as required in the operations manual
- Convey the brand and image of both organizations in a professional manner
- Ensure marketing execution to meet needs of fundraising, youth, parents, volunteers, industry and community.



Board

- Work closely with the Board to maintain and drive Strategic Initiatives
- Keep the Board educated and informed to a level that allows key and timely decision making
- Prepare and assist Board President in the delivery of Quarterly Board Meetings

Industry

- Stay connected and work closely with First Tee HQ staff to ensure alignment and professional program delivery
- Stay connected with the IAGA for continuing education and keep apprised of the state of the game
- Support regional efforts and stay connected with the USGA
- Support efforts and provide leadership to the Hawaii Golf Alliance
- Build upon the current junior golf summit, communications and relationships with the island and state associations in Hawaii

Preferred Qualifications

- Bachelor's Degree
- Experience leading a team of 7-10 people
- 5+ years of related experience
- Demonstrated ability to sustain and develop revenue sources
- Experience in the profit or non-profit sector
- Experience and advanced understanding of golf
- Experience communicating with an executive committee
- Proven track record in relationship building

Position Description

- Salary commensurate with experience. Range \$70-90K
- Full Health Insurance coverage
- Travel required across Hawaii approximately 10% of time
- Multiple avenues and opportunities for professional development

****The Organization is currently in a unique position and transitioning its primary headquarters from Kauai to Oahu. The Executive Director will play a key role in driving this transition.***

The HSJGA is unable to contact each candidate personally but will confirm receipt of applications and will follow up with those chosen for an interview.

Please submit a cover letter, resume and references to: HSJGAjobs@outlook.com

Submit Resumes by Friday May 7, 2021