



Executive Director

ABOUT THE NSGA

The Nova Scotia Golf Association is the Provincial Sport Organization for golf in Nova Scotia with its head office located in Halifax, NS.

The NSGA's mission, as the PSO, is to be the leader in growing participation, excellence, capacity and interaction in our sport.

OPPORTUNITY

Career Opportunity ... Join the Nova Scotia Golf Association Team

Golf's future is bright. Looking for a change and looking to make a difference? The Nova Scotia Golf Association (NSGA), is seeking an Executive Director to lead and manage the goals and objectives of the NSGA in partnership with the Board, Golf Canada, 54 member clubs, staff, committees, volunteers and over 14,000 members.

As part of the NSGA team, you will have opportunity to bring new ideas into practice while ensuring all programs and services offered by NSGA are aligned with honor, integrity and the traditions of the game of golf.

POSITION SUMMARY:

The successful candidate for this full-time position will be responsible to create an engaging atmosphere of collaboration and communication that allows the goals and objectives of the Nova Scotia Golf Association to be realized. A leadership function of the position involves building and maintaining productive relationships with the Board, staff, committees, volunteers, Golf Canada representatives, 54 member clubs, and over 14 000 members.

The Executive Director is also responsible to supervise daily activities of the Association office and make sure that operations are running efficiently and effectively by enforcing policies and procedures established by the Board of Directors. Aside from having an expertise in business and human resources management, the Executive Director will have general knowledge of all fields of expertise covered by the Association's activities, including (but not limited) the four pillars of sport development, rules of golf, diversity and inclusion goals, community coaching initiatives,

course rating, and history of the Association, its programs and activities. They must ensure that all programs and services rendered by the Association are aligned with honour, integrity, and traditions of the game of golf.

The Executive Director has overall responsibility of the administration, financial management, communication, personnel management, planning and program coordination of the Association. The Executive Director reports to the President and works closely with the Board of Directors and committees to ensure the goals of the organization are met.

DUTIES & RESPONSIBILITIES:

A. Vision and Strategy

- Collaborate with the Board to set the vision and develop a strategic direction for the Association.
- Implement operation plans to achieve the long term business objectives.
- Establish a sustainable business model that balances expenditures with revenue and allows the organization to achieve and maintain long term financial stability.
- Formulate and recommend to the Board a multi-year strategic plan together with goals and strategies to achieve the plan within the board approved financial mandate.

B. Organizational Leadership

- Develop a strong team that promotes teamwork, innovation, and creativity and is capable of achieving the Association's strategic plans and goals.
- Provide inspired leadership to staff and volunteers in order to recruit, retain, develop and motivate talented personnel to execute approved plans and the goals set out in those plans according to organizational policies and standards.
- Direct all communications with staff and volunteers, ensuring that they are well informed of the Association's direction, activities and developments in the industry in a timely manner.
- Evaluate performance of staff and volunteers for compliance with established policies and progress related to organizational and personal objectives.
- Demonstrate respect and capacity for leading a provincial organization.

C. Administration

- Manage the day-to-day operations of the Nova Scotia Golf Association office and staff
- Ensure the effective and efficient management of all Nova Scotia Golf Association programs and services (i.e. championship tournament schedule, player development initiatives, handicap and course rating, membership and member benefits, volunteers, sponsors, rules of golf, etc.)
- Develop and administer policies and procedures as approved by the Board of Directors

- Serve as liaison with Sport Nova Scotia, Golf Canada, the PGA Atlantic, the Atlantic Golf Superintendents Association, the National Golf Course Owners Association Atlantic Branch and other related partners
- Organize Association meetings (i.e. Spring Annual General Meeting, Fall Informational Meeting, Awards Banquet, Strategic Planning meeting, seminars & other events)
- Management of the volunteer structure and committees for the NSGA
- Act as a staff liaison, non-voting member of all Nova Scotia Golf Association committees
- Ensure all Nova Scotia Corporations Act requirements and all funding requirements with partner organizations are met
- Arrange Rules of Golf, Handicap, and related seminars delivered by the Association.

D. Financial Management

- Initiate and develop the necessary process for the preparation of the annual budget
- Monitor revenue and expenditures against approved budgets and provide regular updates to the Board of Directors
- Establish and administer procedures for accounting, monetary control, banking, etc.
- Maintain control over inventory of all goods and assets belonging to the Association
- Initiate the acquisition of additional sources of revenue

E. Communications

- Oversee all communications of the Association
- Ensure that all Nova Scotia Golf Association communication systems are operating efficiently and providing information to the membership or related agencies
- Represent and speak on behalf of Nova Scotia Golf Association at required functions
- Develop and maintain a strong relationship with the media

F. Sponsorship & Partnerships

- Maximize assets and increase self-generated revenue through strategic sponsorships/partnerships.
- Acquire additional sources of revenue for Nova Scotia Golf Association through sponsorship of association properties and maintain the relationships with sponsors
- Promote the interests of Nova Scotia Golf Association throughout the province and attempt to secure continued growth of the sport and expansion of its participants
- Maintain contacts with golf clubs, sponsors and other partners

- Develop a club visitation program to maintain/increase membership

G. Planning

- Responsible for the implementation, evaluation and monitoring of the Association's annual strategic plan
- Coordinate annual planning process and provide guidance on possible new initiatives

H. Additional Duties & Responsibilities

- Act as the Secretary for the Murray Purcell Bursary Awards
- Enhance the ability of golfers through Player Development initiatives
- Co-ordinate the nomination and selection of the annual Player of the Year and Distinguished Service Award.

QUALIFICATIONS:

Education & Experience:

- A post-secondary credential from an accredited college or university in a related field or a combination of education and experience
- Minimum of five years' experience in a management role
- Certification in the Rules of Golf considered an asset
- Golf Canada Handicap System Certified considered an asset

Knowledge:

- Knowledge of the game of golf
- Knowledge of sport administration

Skills & Abilities:

- Excellent interpersonal and communication skills
- Skill in effectively supervising staff in order to achieve Association goals
- Ability to create and monitor annual budget
- Ability to organize and plan complex administrative and managerial work
- Must exhibit leadership, professionalism and diplomacy
- Ability to write using clear, concise and grammatically correct English
- Ability to speak clearly, dynamically and effectively in person-to-person or group situations
- Strong technology skills with competence in QuickBooks, Microsoft Word, Excel, Power Point and Outlook and an ability to learn other software programs
- Excellent management and planning skills
- Ability to foster collaborative and productive working relationships with staff, volunteers and members of Nova Scotia Golf Association
- Must exhibit a high degree of initiative and responsibility

ADDITIONAL INFORMATION:

- Experience in working with volunteers
- Experience in working with governing Board of Directors
- Experience in working with not for profit organization
- Work remotely - No
- Contract length: 36 months (Renewable)

COMPENSATION

Negotiable based on skills and experience with a value-add compensation package included.

Salary: Full-time from \$60,000.00 per year

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Flexible schedule
- Life insurance
- On-site parking
- RRSP match

EXPECTED START DATE: February 15th, 2021

APPLICATION CLOSING DATE: January 14th, 2021 @ 5pm

SUBMIT RESUMES:

EDsearchNSGA@gmail.com

Only those selected for an interview will be contacted.