



## GOLF NEW BRUNSWICK

The New Brunswick Golf Association (Golf NB), founded in 1934, is the official governing body for amateur golf in New Brunswick. It is a non-profit organization created and controlled by golfers for the benefit of the game. The Association is governed by a Board of Directors which is dedicated to promoting amateur golf in the province. Golf NB is comprised of fifty-one (51) member clubs, and over 8,800 individual members. Through its programs and services, Golf NB strives to preserve the integrity of the game of golf and to make the game more enjoyable for all.

**POSITION:** Executive Director

**REPORTS TO:** Board of Directors via the President of the association

**LOCATION:** 500 Beaverbrook Court, Suite 300, Fredericton, NB, E3B 5X4

**RESPONSIBILITIES:** See job description below

**COMPENSATION:** Commensurate of qualifications and experience

**PLEASE INCLUDE:** Cover Letter, letter of reference, resume, and salary expectations

**DEADLINE:** April 30<sup>th</sup>, 2023

Please send a cover letter and resume with salary expectations in a PDF form via email to:

Golf NB

Personnel Committee

RE: Application for Open Position of Executive Director

[admin@golfnb.ca](mailto:admin@golfnb.ca)

**Please note that only individuals selected for the next stage of the hiring process will be contacted.**





The Executive Director (ED) is appointed by and is accountable to the President and the Board of Directors of Golf NB. The ED is responsible for the successful management of the operations and affairs of Golf NB.

### 1) General

- Manage the day-to-day operations of the association
- Report directly to the President of Golf NB
- Aware of development and golf industry trends
- Develop and implement operational plans related to the vision and strategic direction identified by the Board of Directors.
- Strong written and oral communication skills
- Bilingual (French & English) is not required but is an asset

### 2) Administration

- Comply within the framework of the Golf NB Bylaws, policies and authorities delegated by the Board of Directors.
- Cultivate strong relationships with member clubs, Provincial and National Golf Associations and other golf industry leaders.
- Organize and coordinate all regular and special meetings of Golf NB and its committees
- Supervise and direct the activities of all employees and volunteers
- Submit monthly reports on the activities of the office to the board and annually to the membership.
- In consultation with the President and Board, review, update and evaluate the operational goals of the office.
- Other duties as might be required

### 3) Financial

- Responsible for the day-to-day operations within the approved budget
- Responsible for operational procedures, funding applications, maintenance of internal controls, financial records, expenditures, and payroll.

### 4) Promotion & Communication

- Promote the programs and services of Golf NB throughout the province
- Actively pursue partnership opportunities that will benefit the association
- Prepare press releases for activities, events, tournaments, and announcements
- Manage association social platforms. Such as Facebook, Twitter, Instagram, and website
- Develop a rapport with provincial media
- Develop and deliver marketing initiatives for Golf NB



### 5) Championships & Provincial Teams

- Prepare and maintain a long-term provincial tournament schedule
- Correspond with host venues to ensure appropriate arrangements are in effort both Provincial, Atlantic, and National events
- Work in consultation with staff and the Golf NB Rules Chair and Tournament Chair, to oversee and execute all provincial events

### 6) Sport Development

- Work with the Provincial Team Coaches and industry stakeholders to administer and operate Golf NB's development initiatives.
- Oversee and assist with organizing and executing sport development clinics and experiences
- Work in consultation with committee chairs to strategize and implement new development initiatives for the sport

### 7) Other duties as required

- Liaise with Golf Canada and attend both virtual and in person meetings as required
- Liaise with provincial departments and agencies such as Sport NB and the Department of Tourism, Heritage, and Culture – Sport and Recreation Branch
- Responsible for the safe keeping and maintenance of all Golf NB equipment and supplies
- Responsible for the safe keeping and maintenance of all Golf NB records both digital and print

Golf NB's regular hours of work are 44 hours per week, Monday to Friday, 8 hours a day and 5 days a week including a one-hour lunch. However, the demands of the position will mean that the hours of work will vary, may be irregular and will be the hours required to meet the objectives.

