



## **NATIONAL ALLIANCE FOR ACCESSIBLE GOLF**

### **EXECUTIVE DIRECTOR**

The National Alliance for Accessible Golf (National Alliance) is an organization working to ensure the opportunity for all individuals with disabilities to play the game of golf. Formed in the summer of 2001, the National Alliance is represented by major golf organizations in the United States, organizations that provide services for people with disabilities and others who advocate for the inclusion of people with disabilities into society. The mission of the National Alliance is to increase participation of people with disabilities in the game of golf. Through the game of golf, individuals with disabilities become actively engaged in the social fabric of a community and derive health benefits that improve quality of life. The National Alliance asserts that all individuals are entitled to play the game of golf regardless of their ability, socio-economic condition, or experience. Information about the benefits of golf for persons with disabilities and the golf industry must be constantly shared with the media, public, health, rehabilitation, recreation, and golf professionals.

The Executive Director is the key management leader of the National Alliance for Accessible Golf. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the President and Executive Committee. The person will work remote, and the position is 30 to 40 hours per week.

#### **GENERAL RESPONSIBILITIES**

1) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- Responsible for fundraising and developing other revenues necessary to support the National Alliance for Accessible Golf mission.

- Responsible for the fiscal integrity of the National Alliance for Accessible Golf, to include submission to the Board of Directors a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

2) **Organization Operations and Communications:** Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of the National Alliance for Accessible Golf operations.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization with approval of the Executive Committee.

3) **Organization Mission and Strategy:** Works with the Board of Directors to ensure that the mission is fulfilled through programs, strategic planning and golf industry and community outreach.

- Responsible for implementation of the National Alliance for Accessible Golf programs that carry out the organization's mission.
- Responsible for facilitating strategic planning to ensure that the National Alliance for Accessible Golf can successfully fulfill its Mission into the future.
- Responsible for the enhancement of the National Alliance for Accessible Golf image by being active and visible in the golf industry and community and by working closely with other organizations.
- Responsible for leading the National Alliance for Accessible Golf in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board of Directors and Advisory Board by providing, in a timely and accurate manner, all information necessary for the Board of Directors to function properly and to make informed decisions.

#### **Actual Job Responsibilities**

1. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the organization.
2. Facilitating strategic planning and implementation.

3. Planning and operation of annual budget.
4. Serve as the National Alliance for Accessible Golf primary spokesperson to the golf industry, the organization's constituents, the media, and the public.
5. Establish and maintain relationships with various organizations and utilize those relationships to strategically enhance the National Alliance for Accessible Golf mission.
6. Engage in fundraising and developing other revenues.
7. Lead and execute marketing and other communications efforts including social, monthly blog, and email marketing
8. Facilitate organization Board of Directors and taskforce/committee meetings.
9. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
10. Review and approve contracts for services.
11. Ensure compliance with and implementation of goals, objectives, policies, reporting and regulatory requirements.
12. Supervise, collaborate with organization consultants and interns
13. Other duties as assigned by the Board of Directors.

### **Professional Qualifications Needed**

- A bachelor's degree or equivalent experience.
- Demonstrated leadership and executive experience preferred
- Five or more years nonprofit management experience desired.
- Experience and skill in working with a Board of Directors.
- Experience in the golf and/or rehabilitation industries with individuals with disabilities a plus
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the Board of Directors, Advisory Board, and donors.
- Ability to effectively communicate the organization's mission to donors, the golf industry, and the overall community.
- Fundraising experience desired and a history of successfully generating new revenue streams and improving financial results. Excellent donor relations skills and understanding of the funding community.

- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Marketing and communications (writing, website, social media, email marketing) experience.
- Knowledge of Microsoft programs such as Outlook, Word, Excel, PowerPoint along with technology programs such as Zoom conferencing.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

**Compensation based on qualifications and experience.**

**Applications for this position are due by January 15, 2022**

**Apply via Indeed at:**

[Executive Director - Remote - Indeed.com](#)

**Direct questions about this position to:**

[Jobs@accessgolf.org](mailto:Jobs@accessgolf.org)