



Job Description: Executive Director – Golf Course Superintendents Association of New England (GCSANE)

This job description outlines the core responsibilities and qualifications for the Executive Director role at GCSANE. The board of Directors may assign additional duties and alter the search process to achieve the organization's strategic goals.

Position Title: Executive Director

Reports To: GCSANE President/Executive Committee/Board of Directors

Employment Type: Full-time (40 hours per week)

Position Summary:

The Golf Course Superintendents Association of New England (GCSANE) seeks a full-time Executive Director to lead operations, drive member engagement, and strengthen relationships within the golf course management industry. GCSANE is comprised of approximately 500 members. The Executive Director will manage all aspects of the association, including administration, financial oversight, event management, and member services. The Executive Director will report directly to the President with oversight from the Board of Directors and the Executive Committee.

The Executive Director will be critical in achieving GCSANE's strategic goals, with bonus opportunities tied to membership growth and revenue-generating initiatives. The Executive Director will serve as an independent contractor compliant with the guidelines set forth by the Internal Revenue Service. GCSANE is a 501c(6) organization.

Compensation & Benefits:

- **Base Salary:** \$90,000 - \$100,000 annually.
 - **Bonuses:** Performance-based bonuses tied to membership growth, new revenue streams, and other strategic initiatives.
 - **Professional Development:** Expenses for attending continuing education and development events (Chapter Executive Symposium), including travel to conferences (NERTF and GCSAA), all covered by GCSANE.
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Key Responsibilities:



1. Leadership & Strategic Planning:

- Serve as the primary administrator of GCSANE, providing leadership and strategic support to the Board of Directors and various committees.
- Develop and implement short- and long-term objectives in alignment with GCSANE's mission, including initiatives focused on increasing membership and diversifying revenue streams.
- Represent GCSANE at local, regional, and national industry events, building strong relationships with GCSAA, industry partners, and other key stakeholders.
- Ensure the successful execution of the association's programs and activities, focusing on delivering value to members and the association's growth.

2. Membership Growth & Engagement:

- Lead initiatives to increase membership and retention, including targeted outreach to potential new members.
- Manage the membership application process, renewals, and records, ensuring timely and effective communication of membership benefits.
- Collaborate with the Board on recruitment and engagement strategies, offering creative solutions to grow and sustain the member base.
- Oversee programs and services that directly benefit members' professional development and enhance the value of GCSANE membership.

3. Financial Management & Sponsorship Fundraising:

- Prepare and manage the annual operating budget with the treasurer to ensure the association's financial stability. Annually, make recommendations to the Board regarding dues or fee increases.
- Provide monthly financial reports to the Executive Committee, outlining income, expenses, and overall financial performance.
- Oversee membership billing, event registration fees, and sponsorship funds, ensuring timely payments and accurate record-keeping.
- Drive new revenue-generating opportunities, including sponsorship programs (PPP), fundraising events, and partnerships with industry partners.
- Explore and implement additional revenue streams to support the organization's mission and offer performance-based bonus opportunities.

4. Event & Education Management:

- Plan and execute GCSANE's full calendar of events, including educational seminars, annual meetings, and the GCSANE Scholarship & Benevolence Event.



- Work closely with the Education Chair to ensure professional development programming is first-class, relevant, and well-rounded.
- Oversee event logistics such as venue arrangements, speaker coordination, contract negotiation, and event promotion.
- Coordinate GCSANE's participation in GCSAA's annual conference, the New England Regional Turfgrass Conference, and all Regional Allied Association's annual meetings, handling hospitality and member engagement.

5. Communications & Public Relations:

- Manage all communication efforts, including newsletters, website updates, social media, and other digital content, ensuring consistent and timely messaging.
- Work with the Website Administrator to maintain and update the GCSANE website, ensuring it is an effective communication tool for members.
- Serve as a liaison between GCSANE and allied associations, representing the chapter in various industry forums and ensuring collaboration with other key organizations.
- Enhance the GCSANE brand and visibility within the golf industry through strategic public relations and marketing efforts.

6. Administration & Operations:

- Maintain all chapter records, ensuring legal, historical, and financial documentation is organized and accessible.
- Ensure compliance with state, federal, and GCSAA reporting requirements, including tax filings and financial reviews.
- Oversee the transition to electronic record-keeping systems and other operational improvements to enhance efficiency.
- Serve as the point of contact for members, sponsors, and industry partners, addressing inquiries and ensuring a high level of service.

Essential Qualifications:

- **Experience:** Experience in association management, nonprofit administration, or related fields. Previous experience in the golf industry or private club management is preferred.
- **Education:** A bachelor's or associate's degree in business, nonprofit management, communications, turfgrass management, or a related field. Advanced knowledge of the golf industry is a plus but not required.
- **Skills:**



- Excellent communication skills, both written and verbal, with the ability to present and engage effectively at all levels.
 - Strong organizational and time-management abilities.
 - Financial literacy, including budget management, financial reporting, and strategic planning.
 - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Drive, and experience with website content management systems.
 - Proven ability to manage events, fundraising, and work collaboratively with board members, committees, and sponsors.
 - **Personal Attributes:** High level of professionalism, confidentiality, and ethical standards. Ability to work independently while maintaining positive relationships with all stakeholders.
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Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and vision for the role to Peter J. Rappoccio, CGCS - GCSANE Search Committee Chairman at GCSANEexecsearch@gmail.com.

All Applications will remain in strict confidentiality

Application Deadline: 11/24/2024

Start Date: 2/1/2025 - 3/1/2025
