



For Everyone Who Plays the Game

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## **Chicago District Golf Association Career Opportunity: Manager of Tournament Operations**

The Chicago District Golf Association (CDGA) is seeking an individual to be the Manager of Tournament Operations.

The Manager of Tournament Operations will work with the Senior Managing Director of Member Services and the Director of Rules and Competitions.

The responsibilities for this position include the following:

- Will be the staff contact in charge of the qualifiers in which he/she is assigned.
  - CDGA Qualifiers
  - USGA Qualifiers
- Will attend Championships as the additional staff person on site based on schedule of qualifiers.
- Potentially be the staff contact for outside events (college events in the fall)
- Will assist in all aspects of the tournament program, including but not limited to tee-times and communications to players.
- Will assist in preparation of all of the necessary site materials for the tournament program (scorecards, scoresheets, updated information, etc.)
- After the tournament, responsible for all of the necessary follow-up work (thank you notes, results to USGA etc.)
- Site acquisition for qualifiers. Will need to work closely with the Director of Rules & Competitions to acquire sites for the following season.
- Assist in updating all the tournament information that appears on the CDGA website as well as information that resides in our database.
- Assist in ordering prizes and general tournament items.
- Assist in the administration of the CDGA Rules Workshops for volunteers and members.
- Assist in the administration of the various CDGA Player of the Year point systems.

The candidate should have the following minimum qualifications:

- A bachelor's degree in sports administration or a related field preferred
- One to three years of experience working in tournament operations or golf related background



Chicago District Golf Association • CDGA Foundation  
11855 Archer Avenue • Lemont, IL • 60439  
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Applicants must be a self-motivated individual with a strong work ethic and must be able to work unsupervised. He/She must possess excellent written and verbal communication skills and have the ability to communicate effectively and project a professional image at all times. Previous speaking experience, including making presentations to groups of all sizes, is preferred. Applicants must also be willing to travel and work long hours, which may include overnight or weekend travel during golf season.

Salary is commensurate with experience and qualifications. A complete benefit package, including health insurance and retirement plan, are provided.

Application deadline: January 15, 2021

Proposed starting date: March 1, 2021

All candidates should submit a cover letter and resume prior to application deadline for full consideration. Candidates can apply by sending materials electronically to [manageroftournaments@cdga.org](mailto:manageroftournaments@cdga.org). No phone calls will be accepted. The successful candidate will be subject to a background check and drug testing upon extension of job offer.

The **Chicago District Golf Association (CDGA)** is a not-for-profit association of member clubs and individual members in Illinois and parts of Indiana, Wisconsin and Michigan. With more than 80,000 individual members at more than 400 member clubs, the CDGA is one of the largest and oldest golf associations in the United States. Founded on March 18, 1914, the CDGA was established to promote amateur golf in the Midwest. Our charitable organization, the **CDGA Foundation** was founded in 1944 with the mission of *bringing joy to people with special needs through golf*.



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