



**SOUTHERN CALIFORNIA GOLF ASSOCIATION**

**Job Title:** Manager, Governmental Affairs  
**Organizational Unit:** Governmental Affairs Department  
**Reports to:** Director, Governmental Affairs  
**Job Classification:** Nonexempt

**Job Summary:**

Under the guidance of the Director, the manager is responsible for the Department’s database, and, writing/editing publications/documents. Assists the Director in monitoring applicable regulation and legislation, and represents the Association in the Director’s absence. Following the direction of the Director, coordinates public presentations, stakeholder outreach, and club engagement. Occasionally, serves on advisory bodies (municipal and environmental) that invite or accommodate Association membership

**Duties and Responsibilities:**

- Manages the Department’s database
- Maintains the records and work product of the boards, committees, commissions, and agencies with which the Department interacts
- Under the guidance of the Director, writes and edits copy for FORE, Spotlight on Industry, and other routine publications the Department prepares
- Assists the Director with formal “Comment Letters” and other submittals to governmental agencies
- Tracks and collates local and state legislation and regulations
- As requested by the Director represents the Association on advisory and/or ad hoc bodies that invite or accommodate Association membership
- Under the guidance and mentorship of the Director, develops the capacity to represent the Association’s interests in the Director’s absence; at the direction of the Director, executes follow-up plans and engagement strategies
- Collaborates in the Director’s efforts to create and sustain relationships with allied organizations and public agencies;
- Collaborates in the Director’s efforts to engage the Association’s membership base in the value proposition of public/governmental affairs;
- Coordinates with the Director on the development of alliances, strategies, narratives, and initiatives in furtherance of the Department’s mission;

- Under the guidance and mentorship of the Director, acquires knowledge and expertise in the core functionality of a state/regional golf association in general and the SCGA in particular
- Performs other duties as assigned by the Director

**Skills, Abilities and Competencies:**

- Demonstrated ability to cultivate and maintain relationships with colleagues, media, public employees, elected officials, staffers, and adversaries
- Demonstrated skill in writing, speaking, and public presentation
- Thinks and reacts quickly, adeptly and appropriately in public situations
- Thinks and acts strategically
- Demonstrated the ability to multitask: the capacity to handle multiple and different tasks, initiatives, and campaigns simultaneously
- Respects diverse viewpoints
- The demonstrated ability to understand all aspects of the organization for which he/she works
- Takes direction and works within assigned parameters
- Strives to educate himself/herself daily on relevant information/knowledge
- Demonstrated ability to manage a complex database
- Proficiency with Microsoft Office Suite software: Word, Excel, PowerPoint

**Education and Experience (Required)**

- Bachelor's Degree from a four-year college or university, or three years minimum working experience in a directly related field/discipline.
- A demonstrated ability and/or strong interest in public policy, advocacy, public affairs, and/or government
- Strong written and oral communication skills
- Strong interpersonal skills
- A demonstrated ability for self-direction and motivation
- Proficiency in basic Microsoft Office programs and rudimentary social media is also required.

**Education and Experience (Preferred):**

- Knowledge and/or relevant experience/background in the game and/or industry of golf is a plus

**Time and Travel:**

The job requires a significant amount of travel throughout Southern California and requires the successful candidate to operate a car safely. The employee must have a vehicle, a valid driver's license, and provide proof of adequate car insurance. Some flexibility in schedule is required consistent with state and federal wage and hour laws for nonexempt employees.

**Physical Competencies:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to communicate in performing the majority of the work, as well as demonstrate basic functionality in using telephone, computer keyboard, mouse and calculator while seated at a desk. The employee frequently moves within the building to interact with fellow employees. The employee must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.

**To Apply:**

Applicants must submit a cover letter and résumé to Craig Kessler ([ckessler@scga.org](mailto:ckessler@scga.org)) by Friday, Dec. 1, 2017. All applicants will be contacted following the application deadline.