



Title: Manager, Office & Foundation Operations
Reports To: Director, Executive & Foundation Operations
Location: Atlanta, Georgia

About the GSGA

Founded in 1916, the Georgia State Golf Association (GSGA) is a 501(c)(3) non-profit organization. The GSGA is one of the largest amateur golf associations in the country with over 300 member clubs and 100,000 individual members. With a mission to promote and preserve amateur golf in Georgia, GSGA administers the World Handicap System, course rating and measuring program, and conducts a full schedule of statewide competitions for men and women of all ages and abilities. Other services include statewide junior golf and adaptive golf programs, award-winning *Golf Georgia* magazine, management of the Georgia Golf Hall of Fame and a separate charitable foundation.

Position Summary

The Manager, Office & Foundation Operations is a full-time, exempt position, reporting to the Director, Executive & Foundation Operations. This position is responsible for supporting the daily functions of the Georgia State Golf Association and GSGA Foundation by managing the physical office, assisting with a range of administrative and operational efforts, and supporting Foundation activities including donor database management, donor stewardship efforts, and event support.

Responsibilities to include:

- Greet guests and visitors to the GSGA office and maintain a clean, professional appearance of the reception area and shared office spaces.
- Manage office operations by serving as the primary contact for vendors, IT support, and building services; overseeing office equipment functionality by coordinating preventive maintenance and service needs; managing the offsite storage unit; and ensuring timely distribution of mail and packages.
- Lead and coordinate internal initiatives that contribute to team culture and organizational effectiveness, including quarterly staff meetings, birthday celebrations, program scorecard maintenance, radio show logistics, and cross-department meeting scheduling.
- Oversee inventory and ordering of office supplies, snacks, and beverages; maintain staff technology resources, including laptops, phones, and related equipment; and support the procurement of general office and program-related materials.
- Provide administrative support related to various accounting functions.
- Manage the day-to-day donor database operations, including recording donations, generating reports, maintaining data accuracy, and documenting internal procedures to ensure the Foundation's CRM remains clean, organized, and functional.
- Lead the implementation of the Foundation's stewardship plan by coordinating donor outreach and communications (letters, emails, phone calls, newsletters), and monitoring processes to ensure consistency and identify opportunities for improvement.

- Conduct donor and partner research to support fundraising and cultivation strategies.
- Assist with GSGA Foundation fundraising events by supporting logistics, implementing event-specific stewardship strategies, and ensuring post-event donor follow-up.
- Provide administrative and logistical support for Foundation board and committee activities, including coordinating meetings, tracking RSVPs, reserving space, and assisting with related communications and preparation.
- Provide general support to the Director, Executive & Foundation Operations, including assistance with special projects, administrative functions, and other responsibilities as needed.
- Assist Director, Corporate Partnerships & Major Gifts with coordinating, executing, and monitoring partnership deliverables.
- Assist other departments as needed.

Knowledge, Education, Skills & Abilities

- Bachelor's degree or equivalent work experience is preferred.
- Knowledge of the game of golf is a plus.
- Possesses strong attention to detail and the ability to handle several tasks simultaneously.
- Strong written and verbal communication skills, organizational skills, and work ethic.
- Proven ability to maintain sensitive and confidential information.
- Is ethical, tactful, and courteous in dealing with all employees, customers and vendors.
- Knowledge of Microsoft Office applications is required.

Work Environment

- The position is based out of GSGA's office located in Atlanta, GA and requires the employee physically be present in the office during normal business hours.
- The noise level in the work environment is usually moderate.
- The passage of employees through the work area is average and normal.
- Additional hours may be required during peak work periods including some weekends.
- Occasional travel may be required.

Physical Demands

- This position is in an office environment and uses a computer, telephone, printer/copier, and other office equipment as needed to perform duties. This may include prolonged periods sitting at a desk and working on a computer.
- While performing the duties of this job, the employee is occasionally required to stand, walk, bend, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Mental Demands

- Regularly required to use written and oral communication skills.
- Read and interpret data, information, and documents.
- Perform highly detailed work under changing deadlines on multiple concurrent tasks.
- Interact with co-workers at all levels, vendors, donors, and the public.

Compensation and Benefits

- \$45,000 – \$50,000 commensurate with qualifications and experience.
- Full benefits package including medical, dental, vision with no waiting period.
- Retirement Plan with company matching.
- Paid Time Off
- Mileage and Cell Phone Reimbursement
- Golf privileges at Bobby Jones Golf Course

To Apply

Interested candidates should email a cover letter and resume to HR@gsga.org. No phone calls please. Interviews for those selected will be conducted as soon as practicable. The position will remain open until filled.

The Georgia State Golf Association is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference, or veteran status.

Disclaimer: The information portrayed on this job description has been designed to indicate the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the employee assigned to this job.