



METROPOLITAN GOLF ASSOCIATION

49 KNOLLWOOD ROAD • ELMSFORD, NY 10523 • P (914) 347-4653 • F (914) 347-3437 • MGAGOLF.ORG

EMPLOYMENT OPPORTUNITY

POSITION: Technology Manager

JOB DESCRIPTION: The Metropolitan Golf Association, located in Elmsford, N.Y., is seeking an individual to manage the technology needs and digital initiatives of the MGA Communications department and to assist the Business Development department with its strategic marketing initiatives. The ideal candidate should have at least two years of relevant work experience and a strong technical background, especially with website maintenance operations and content management systems. He/she must have an appreciation and basic knowledge of golf operations and be able to work effectively in a team-oriented environment. Main responsibilities will include technical and content management of www.mgagolf.org; continued development and marketing of the MGA's Mobile App (My MGA) and administration of the MGA's online database and integration with MGA website. Individual must be highly organized, responsible and be able to meet deadlines, make positive contributions to the creative process and work as part of a team. He/she must possess the following qualities:

- Experience with all aspects of websites, and preferably knowledge of Drupal content management system (or other commonly used content management systems)
- Basic knowledge of HTML, CSS, PHP, MySQL and popular CMS systems and databases
- Ability to research, recommend and advise management on new technologies, trends and web/interactive practices
- Proficient in Microsoft Office and Adobe Creative Suite, interest or experience with digital graphic design a plus
- Ability to operate as part of a team, in a service-oriented, non-profit environment
- Ability to travel locally and occasionally work long days on site at MGA events, especially during the championship season
- Knowledge of golf, golf terminology and basic country club operations
- Ability to work closely with the MGA's Business Development Team on digital advertising initiatives. Such responsibilities will include developing and creating new ad campaigns, developing and tracking audience/visitor behavior and usage on the MGA's

website and various social media platforms, and conducting market research to provide profiles of current and potential customers.

SALARY: * Commensurate with experience

JOB BENEFITS: * Paid vacation, transportation reimbursement
* Medical, dental, life insurance, 401(k) plan

APPLICATION DEADLINE: ASAP

CONTACT: Send résumé, cover letter, and salary requirements to Helen Stock, MGA Director of Communications, at hstock@mgagolf.org. No phone calls, please.

ABOUT THE MGA: The Metropolitan Golf Association, founded in 1897, is one of the nation's oldest and largest golf organizations, serving more than 550 member clubs and 140,000 golfers in the greater Metropolitan New York Area. The MGA is a not-for-profit organization offering its members a wide range of core services such as handicapping, course rating and measuring, and insurance programs, and conducts some of the nation's oldest and most prestigious regional championships. The MGA also has a charitable Foundation, founded in 1992, which conducts a wide variety of youth and educational programs. For more information on the MGA and MGA Foundation, please visit www.mgagolf.org.