



PDGA Europe ry
Valimotie 10
00380 Helsinki, FINLAND
www.pdga.com/europe

JOB OPENING

Position Title: General Manager

Reports to: PDGA Europe Board of Directors & International Director

Background: PDGA Europe is a continental arm of the Professional Disc Golf Association (PDGA), the global governing body of the sport. PDGA Europe staff and volunteers currently include an elected and appointed Board of Directors, a contracted Tour Manager, and a contracted Marketing & Media Manager. At present, the core activities of PDGA Europe are the organization and delivery of the annual Euro Tour Series, a European disc golf development fund, a European Women's event, an E-Shop, as well as mutually supportive relations with our Global headquarters in USA, and the ongoing responsibilities of running a sports not-for-profit in Finland. In addition, PDGA Europe partners with 30 affiliated national disc golf and disc sports associations across the continent. All told, in 2023 PDGA anticipates having 23,000 current members and sanctioning more than 1500 Tour events in Europe. For more information, please visit <http://www.pdga.com/europe>

Position Summary:

Reflecting the continuing and rapid growth of disc golf, PDGA Europe is seeking a highly organized and motivated, customer service-oriented professional for the position of General Manager. The successful candidate will become a key member and leader of the PDGA Europe team, responsible for its annual business as usual operation and activities. As such this is an opportunity to be in the forefront of the sport of disc golf, PDGA Europe activities, and its continuing growth on the European continent.

Essential Qualifications:

- 3+ years formal education and/or job experience in small business or sports management, or a related field.
- Skilled in Microsoft Office (Word, Excel, Outlook, and PowerPoint).
- Fluency in English language verbal and written communication skills.
- Basic webpage design, editing and content upkeep skills.
- Familiarity with small business accounting is an asset.
- Excellent organizational, time, project management and contract administration skills.
- Consistent, reliable, and courteous communications when dealing with PDGA Staff, members, volunteers, and external customers/partners.
- Ability to problem solve and work independently in a changing and multi-tasking environment
- Professional image in personal appearance, manner, and demeanor.
- Detail oriented, self-motivated, flexible, able to deliver results on time.

Other Qualifications:

- Position is open only to citizens and residents of Finland.
- Being a disc golf enthusiast, familiar with PDGA and the European scene, is desired but not required.
- Successful candidate will be required to work flexible hours including some weekends.
- Periodic expense-paid travel is required.
- Background check required.

Position responsibilities:

- Divide working hours in Finland between home base and a modest sized external office.
- Support the PDGA Europe Board & staff as they grow and evolve as a well-functioning team.
- Serve as main point of contact for PDGA Europe on issues other than tournaments and marketing/media including general info, memberships, issues and opportunities as they arise, by answering phones, emails, social media inquiries.
- Manage the annual business as usual operation of PDGA Europe.
- Manage organizational finances, including bank account, credit cards, paypal, and Eshop, and the timely entry of transactions into QuickBooks software (training provided). Lead responsible for the preparation of annual budget and financial reports.
- Lead in communication and consultations with the European Country Coordinators and National Associations. Foster relations with new European disc golf countries.
- Represent PDGA Europe at select Euro Tour and other leading events.
- Manage organizational systems including Assets Register, task management, upkeep of webpages information, and other tools to ensure consistency in procedure and performance.
- Prepare monthly financial and progress reports (work accomplished, issues encountered, priorities moving forward) in advance of Board meetings.
- Organize monthly Board teleconferences including building agendas, and minutes taking
- Organize the annual in-person Board summit meeting in Europe (October/November)
- Organize the annual Election of PDGA Europe Board of Director candidates.
- Organize PDGA Europe annual awards and distribution to recipients.
- Ensure that PDGA Europe is meeting the ongoing governmental, financial and related requirements of operating in Finland.
- Liaise with PDGA headquarters staff, including International Director, Director of Memberships and Growth, IT and media staff.
- Later this year, with the Board and staff start work on an updated 2-3 Year Strategic Plan.
- Other duties as assigned by the PDGA Europe Board of Directors and International Director.

Compensation:

- Average 40 hours per week full time salaried position.
- Starting salary of EUR 45-48,000 per annum (EUR 3,750-4,000/month) + holidays + other employer obligations per the Finland Employment Contracts Act & Annual Holidays Act.
- PDGA issued equipment provided to perform duties.

Application Deadline: July 31, 2023

Projected Start Date: September 1, 2023

Application Process: Please email a resume and a cover letter, specifically supporting your interest in, and suitability for, this position to: international@pdga.com .