



PGA

North Florida Section
Foundation

Position Title: Foundation Manager

POSITION SUMMARY:

This position will be responsible for managing all fundraising initiatives and events benefiting the NFPGA Foundation. Additional responsibilities include the promotion of Foundation scholarships and grants with a pivotal role in the distribution and selection process of recipients. The individual in this position shall act on behalf of the North Florida Section of the PGA of America (NFPGA) and reports to the Executive Director/CEO and the Operations Manager.

Organization: The North Florida Section of the PGA of America was established in 1979, and today is comprised of over 1,500 Golf Professionals working at over 650 facilities within the Section. The mission of the North Florida Section (NFPGA) is the purpose of the PGA of America, to promote the enjoyment and involvement in the game of golf and to contribute to its growth by providing services to golf professionals and the golf industry. NFPGA Offices are located at Reunion Resort, Orlando, Florida and is open Monday through Friday from 8:00 a.m. until 4:30 p.m.

RESPONSIBILITIES:

- Grants
 - Ensure that proper research and development is conducted on current and prospective donors
 - Specifically for grant writing; develop and tailor letters of inquiry to specific donors to apply for funding assistance for foundation initiatives
 - Review applications and determine funding eligibility for outside organization grants
 - Ensure that grants are funded, reviewed, and dispersed to eligible applicants
 - Ensure that grant eligibility requirements are up-to-date
 - Work with the Communications department to highlight promotional opportunities; increase promotion on the foundations ability to provide funding assistance
- Scholarships
 - Ensure that scholarships are funded, reviewed, and awarded to approved applicants
 - Ensure scholarships are reviewed and approved by the Foundation Board of Directors

- Ensure all financial deadlines are met and proper follow-up is conducted with both the applicant process and Foundation financial obligations
- Donor Management
 - Responsible for all communication and follow up with donors and maintain detailed records for all in-kind and monetary donations
 - Manage and maintain an inventory for all in-kind items and Foundation donations
 - Direct point of contact for all outside donation inquiries
 - Include an annual report of the Foundation
- Foundation Event Management
 - Manage and create tournament page for Bluegolf
 - Ensure that the promotional and marketing materials are issued to NFPGA members – Social Media, E-blasts, & Individual E-mails
 - Prep and set-up for day of competition up to and including all collateral materials, scorecards, scoreboards, signage, and equipment
 - Liaise between Section staff and host facility
- Outside events requiring Foundation Manager involvement -
 - Florida Golf Day
 - Arnold Palmer Invitational
 - Challenge Cup Matches
 - PNC Father Son Classic
 - NFPGA Annual Meeting
- Provide silent auction items, assist with set-up.
- Conduct proper follow-up with post-round activities; collect money, issue auction items and make sure grant recipients receive recognition
- Facilitate open correspondence with members and apprentices to acquire donations
- Attend all Section events requiring Foundation Manager's involvement

SKILLS, KNOWLEDGE, AND ABILITIES:

- Skills in planning and organizing.
- Skills in oral and written communications, including skills in interpersonal communications.
- Skills in public speaking and presentations.
- Skills in managing multiple priorities in a multi-functional work environment.
- Skills in operation of a computer.
- Skills in word processing, spreadsheet, website admin and presentation software applications.
- Skills in event management.
- Knowledge of the golf industry and PGA of America activities, programs and governance.
- Broad knowledge of tournament administration.
- Microsoft Word and Excel computer experience and the ability to quickly become literate on PGA Section Management Systems (SMS) and Blue Golf Tournament Management System.
- Knowledge of e-marketing communication modules like Constant Contact, etc.

- Ability to interact, collaborate, and build relationships both internally within departments and externally with Section Association stakeholders.
- Ability to influence with an open and direct communication style and willing to engage in constructive debate.
- Ability to motivate others.
- Ability to make presentations, present information, and respond to questions representing the Section.
- Ability to apply judgment and decision making skills.
- Ability to write reports and standard business correspondence.
- Ability to present self in a professional manner and appearance.
- Ability to maintain confidentiality of sensitive data.
- Ability to work overtime to include some weekends and holidays; moderate travel away from office.
- Ability to be flexible.
- 3+ years' experience in golf tournament organization and administration preferred.

MANAGERIAL RESPONSIBILITY:

- Direct supervisory duties with Section interns as necessary.

FINANCIAL RESPONSIBILITY:

- Responsible for managing, maintaining and functioning within assigned budgets.

POSITION/PHYSICAL CONDITIONS:

- While performing the duties of this job, the employee is: frequently required to stand; walk; sit; use hands to manipulate, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. This position must be able to travel for extended periods of time in various modes of transportation.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.
- The employee must be able to drive the company vehicle/van and/or drive to and from various locations throughout the Section.

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

EDUCATION/EXPERIENCE:

- Bachelor's degree (B.A. /B.S.) Required, preferably in Business Administration, Marketing or related field.
- Golf Administration and tournament operations experience preferred.
- Excellent verbal, written, and presentation skills are required.
- 2 to 5 Years' Experience in Foundation work preferred.
- PGA Member or Apprentice or desire to pursue considered a plus but not required for consideration.

COMPENSATION/BENEFITS:

- Starting base salary range of \$38,000 - \$40,000, depending on experience and qualifications.
- Aggressive bonus structure for accomplishing or exceeding goals. This positions total compensation for a successful candidate should exceed \$80,000 annually.
- Medical, prescription drug, dental, vision insurance after probationary period.
- Paid Vacation, holidays and sick leave.
- Opportunity for advancement / promotion.
- Reunion Resort Privileges.
- PGA Dues and PGA Education.

APPLICATION DETAILS:

- Deadline for Resumes: Friday March 3, 2017
- Anticipated Start Date: April 2017
- Directions to apply:
 - Please email Cover Letter and Resume to NFPGA@PGAHQ.COM
 - Cover letter should be addressed to Rich Smith, PGA - - Executive Director/CEO, North Florida PGA
 - Subject of email should be **(Position, Last Name, First Name)**
 - You will receive confirmation your application has been received.
 - You will be contacted with further information by early March.
 - **Important Note:** Employer does not wish to be contacted directly or indirectly on your behalf other than your application as described above until and unless you are notified otherwise following your submission. If you include references with your application on your Resume, we will contact references at our discretion and do not wish to be contacted by them directly.
- The North Florida PGA Foundation is an equal opportunity employer.