



# PGA

## North Florida Section

**Position Title:** Partnership Manager

### **POSITION SUMMARY:**

This position will be responsible for maintaining existing partnerships, as well as identifying new partners. This person will take a leading role liaising with partners for all Section needs and events. Additional responsibilities include the promotion and attendance at Section events with a critical role in collaborating with all departments to ensure partner needs are met and their relationship with the Section is highlighted. 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:**

- Actively seek new partners and conduct thorough research and development for any incoming or potential opportunities
- Procure funds and/or merchandise from partners to meet the needs of Section events, Jr. events, and professional tournaments
- Continue to foster relationships with new and existing partners and cater to any and all of their needs
- Customize packages that meet the needs of our partners
- Attend trade and merchandise shows and all industry related activities ensuring that the NFPGA is properly represented.
- Generate and maintain a current partner grid while monitoring all partner related events and activities
- Ensure that all collateral material related to partners is accurate and current including all branding, logos, and points of contact
- Attend all Section events serving as the partner liaison
- Follow-up with all partners providing a tournament or event re-cap including photos, personalized hand-written thank you notes, summary of events, and a highlight of the event itself

- Ensure that BlueGolf is constantly updated with any and all changes regarding partner activity and notify all corresponding departments of any adjustments
- Set goals for revenue sources and create a fiscal plan for achieving those
- Attend department meetings weekly to discuss future events and to re-cap past events in an effort to address any issues that have or may arise
- Maintain the accuracy of aging payable reports and work with the PGA of America on all invoicing
- Create a year-end retrospective as a gift to our supporting partners

### **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 Sports Partnerships 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 \$100,000 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](mailto: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 is an equal opportunity employer.