



PGA

Metropolitan Section

Position Available: Foundation Coordinator

PGA of America—Metropolitan Section, Elmsford, NY

ORGANIZATION:

The Metropolitan Section PGA (Met PGA), located in Elmsford, New York, is one of 41 Sections of the Professional Golfers' Association of America. The PGA of America, formed in 1916, has grown into the world's largest working sports organization with more than 27,000 members and apprentices. Its mission is to promote enjoyment and involvement in the game of golf and to contribute to the game's growth by providing services to golf professionals and the industry. The Metropolitan Section is one of the founding Sections of the PGA of America and consists of approximately 800 golf professionals throughout the Metropolitan New York area.

For the Met PGA Professional, "Growing the Game" is not just a theme, but a professional commitment and mission. The Metropolitan Section PGA Foundation, a 501(c)(3) nonprofit organization, is our Professional's platform to carry out the mission to promote the goodwill and growth of the game of golf by positively impacting the lives of junior golfers, veterans, and those who are underserved by the game. We accomplish this by focusing our efforts under three founding pillars: Youth, Military, and Inclusion.

EMPLOYMENT DESCRIPTION:

The Foundation Coordinator is responsible for the implementation of strategies, initiatives, and programming related to Growth of the Game on the local level including but not limited to PGA Jr. League, Drive, Chip & Putt, Junior Tour, Golf-in-Schools and PGA HOPE. In these efforts, this position will serve as a consultant to all Section stakeholders to include PGA members, facilities, allied associations, junior members, junior parents, and the like with the goal to raise awareness, adoption, participation, satisfaction, and measurable movement towards the Section's Growth of the Game mission. The Successful candidate will be a team oriented individual and who complements our existing staff.

Responsibilities:

- Serve as Player Development resource for Section Members and facilities
- Assist with all aspects of Foundation programming including communications, logistics, site and member recruitment, promotions, scheduling, sponsor activation, donor reporting, budgeting, billing, and event execution
- Lead the recruitment efforts to increase PGA Members engagement with various foundation programs including but not limited to PGA Jr. League, Junior Tour, DCP, PGA HOPE, Golf-in-Schools, Foundation Fundraisers
- Liaison for PGA Jr. League Golf and Military League teams and assist professionals with implementation and management of teams and scheduling
- Management of Drive, Chip & Putt events within the Metropolitan Section (7 events) in cooperation with the PGA of America, USGA, and Augusta National Golf Club
- On-site coordination and execution of numerous Foundation events throughout the Metropolitan Section
- Assist with PGA HOPE programming and operations including: communications with PGA Professionals and military services centers, tracking and reporting, veteran volunteer program, and the Military Golf League
- Assist in the administration of Foundation fundraisers and maintaining donor management CRM
- Assist with Foundation focused marketing, communications, and PR, including website updates, social media, creative marketing, and email communications
- Special event development and implementation
- Supports Foundation Director with the daily administration of Foundation activities
- Supports Director of Junior Golf with coordination of day-to-day Junior Tour along with PGA Works Fellow
- Assist with scheduling of field staff interns and monitoring of reporting requirements
- Oversight of Golf-in-Schools programming
- Management of Foundation supplies and rental equipment
- Other duties as assigned

QUALIFICATIONS:

- Bachelor's Degree from an accredited institution or equivalent
- Excellent verbal, written, and presentation skills required
- Possess excellent organizational skills including the ability to manage multiple projects/tasks at the same time
- Working knowledge of the golf or sports industry strongly preferred
- Computer expertise mandatory; proficient in Microsoft and Adobe applications, email, Internet, social media. Section Management System (SMS) and the BlueGolf System preferred
- Strong interpersonal skills with an exceptional ability to communicate effectively and present information to a variety of audiences
- Superb problem-solving skills and the ability to make decisions independently
- Strong moral character and integrity with leadership qualities
- Understanding of basic accounting procedures
- Dependable vehicle for extensive travel schedule and valid driver's license required
- Willing to travel extensively throughout the Metropolitan area and work extended hours including weekends, early mornings, and evenings to perform on-site operational duties

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

COMPENSATION/BENEFITS:

Salary range commensurate with experience and qualifications

Individual Medical insurance

401K Retirement plan with company contribution

Paid Vacation, holidays, and sick leave

PGA Dues if applicable

Staff uniform

FURTHER INFORMATION:

The deadline to apply is FRIDAY, FEBRUARY 3, 2023

Please submit Cover Letter, Resume and References to Kelli Clayton at kclayton@pgahq.com