



OPPORTUNITY:

Title: Coordinator, First Tee – Atlantic
Reports to: Development Officer, First Tee – Atlantic
Location: Remote within New Brunswick or Prince Edward Island
Status: One Year Contract
Ideal Start Date: March 25, 2024

OVERVIEW:

Golf Canada Foundation is looking for a motivated, mission driven individual with excellent organizational and communication skills to assist with the implementation of the First Tee program in Atlantic Canada. The Coordinator, First Tee – Atlantic will report directly to the Development Officer, First Tee – Atlantic and will assist with the administration and execution of the First Tee – Atlantic fundraising efforts while supporting programming growth in the region.

PRIMARY DUTIES:

1. Fundraising

50%

- Work with the First Tee – Atlantic Development Officer to assist with fundraising efforts and stewardship activities with existing and prospective donors
- Research fundraising opportunities and write grant applications to both foundations and government opportunities
- Assist with the day-to-day administration efforts related to chapter fundraising, including donor reporting and stewardship, committee scheduling and governance, and grant research
- Coordinate the planning and execution of signature golf tournament and additional donor stewardship events alongside Golf Canada Foundation staff
- Manage stewardship tracking with existing and prospective donors
- Manage all relationships and activities for third-party events
- Recruit volunteers to assist with fundraising initiatives at golf facilities and third-party tournaments
- Update and maintain the reporting database (Panorama) and website (WordPress)

2. Program Support

25%

- Fulfill direct program inquiries and requests from golf clubs, golf professionals, teachers, parents/guardians and community leaders
- Recruit volunteers to assist with program implementation at Program Locations (golf facilities)
- Coordinate and assist with delivery of regional School and/or Community program training opportunities
- Engage with golf course owners/operators and diverse communities to foster, grow and nurture key relationships
- Assist with the day-to-day administration efforts related to First Tee programs, including the golf facility program, School Program, Community Program and volunteer/coach training
- Coordinate with Program Locations on scheduling, registration and data collection/reporting
- Update and maintain the reporting database (Salesforce) and website (Wordpress)
- Assist with outreach efforts in the region as well as maintaining Safe Sport compliance

3. Marketing and Events

15%

- Assist in the creation of promotional brochures and marketing collateral for the chapter
- Manage third-party event policies and communication
- Assist in storytelling and donor updates on the chapter website
- Work with Marketing and Communications lead on effectively promoting chapter fundraising and initiatives to attract interest of donors
- Help create print and video materials for communicating program impact to donors, golf clubs, and event partners

4. Administration

10%

- Work cooperatively and effectively with the four Atlantic Provincial Golf Association staff to meet provincial reporting obligations
- Manage the donor gift cycle including identifying prospects, soliciting and stewarding donors
- Manage pledges, invoicing, and payment receipts
- Assist in the creation of reports on budget projections and YTD results. Solicit auction items; plan events, sell teams and sponsorships; assist in general communications including event follow up
- Other duties as assigned

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- University/college degree or equivalent preferred
- Knowledge of the Canadian Golf industry is considered an asset
- Previous experience working in a fundraising capacity for a not-for-profit organization or post-secondary education institute is considered an asset
- Excellent organizational skills and the ability to multi-task in a fast-paced environment
- Strong attention to detail, time management, and the ability to self-motivate
- Ability to work independently and as part of a team
- Bilingual (English and French) considered an asset
- Valid Driver's License and access to a reliable vehicle with the ability to travel Atlantic provinces
- Able to work overtime as needed

ABOUT THE FOUNDATION

Golf Canada Foundation inspires young players to build strong core values and character while living a healthy lifestyle. Since 2013 we have grown significantly and funded junior golf, women's golf, high performance golf, sustainability, and heritage projects, while developing a national network of passionate donors and partners.

HOURS OF WORK

Golf Canada Foundation's regular hours of work are 40 hours per week, Monday to Friday, eight hours a day, five days a week including a one-hour lunch. Due to the nature of this position, travel will be required along with the need to work events on some evenings and weekends to meet the objectives of your employment.

APPLICATION DETAILS:

Golf Canada – People and Culture
1333 Dorval Drive, Suite 1
Oakville, ON L6M 4X7
Apply via golfcanada.ca

How to apply: Forward cover letter and resume. **NO PHONE CALLS PLEASE** to the above contact by **11:59pm, February 25, 2024**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview. Due to the nature of this position, there may also be some travel required and the need to work some weekends.

Our recruitment and selection procedures reflect our commitment to the safety and protection of children and youth across our programs. The successful candidate will be required to provide a satisfactory criminal check as a condition of employment.

Golf Canada is dedicated to employment equity and fostering diversity within the workplace in order to build an inclusive workforce where all employees have the opportunity to reach their potential. Golf Canada provides equal employment opportunities to employees regardless of their gender, race, religion, age, ability, sexual orientation, or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance. We value and promote a culture of diversity, equity, inclusion, and belonging. Should you require any accessibility related accommodations or specific adjustments to ensure fair and equitable access throughout the recruitment and selection process, and thereafter, please reach out to the recruitment team by email. All information provided will be treated as confidential and used only to provide an accessible candidate experience.