

OPPORTUNITY:

Title: Coordinator, Partnerships
Reports to: Senior Manager, Partnerships
Location: Golf Canada Head Office
Status: Full Time
Ideal Start Date: December 6, 2021



OVERVIEW:

The Coordinator, Partnerships is a motivated, self-starter and mission-oriented individual leading the support of Golf Canada's Partnerships team. As part of their role, they will be responsible to work with Partnerships team members and partners to support in implementing, executing, and maintaining partner contracted assets ranging from digital to experiential across various Golf Canada properties.

PRIMARY DUTIES:

1. Partner Agreement Implementation

50%

- Work with Partnerships team members to execute partner contracted assets and programs per their respective agreements:
 - Administration and tracking of all contractual partner deliverables.
 - Timely and accurate fulfillment of all contract obligations.
 - Execution of activation programs across various Golf Canada properties including but not limited to: Marketing and Communications, Professional Championships, Amateur Championships and Sport Development.
- Participate in and contribute to planning and development with a primary focus on fulfillment of creative sponsor activation ideas for the RBC Canadian Open, CP Women's Open and other Golf Canada properties support by partners.
- Correspond with partners on agreement deliverables, brand approvals, event invitations and various partner programs.
- Support in all on-site partner activation activities leading up to and throughout the RBC Canadian Open and CP Women's Open Championships.
- Management of additional RBC Canadian Open and CP Women's Open client programs:
 - Honorary Observer and Inside the ropes: work with the PGA and LPGA Tour to confirm program spots, manage schedule, registration, gifting and on-site execution.
 - Closed Circuit TV (CCTV) program: work with Golf Canada and broadcast partners to collect and deliver partner content for broadcast during two RBCCO and CPWO, respectively.
 - Monday After Experience: work with partners to confirm program spots, manage tee times, registration, gifting and on-site execution.

2. Partner Asset Management and Reporting

50%

- Maintain high quality, up to date materials on all assigned properties:
 - Prepare partner fulfillment reports and establish templates (i.e. gathering and populating metrics, results, photos, etc.).
- Manage partner digital network inventory and fulfillment levels:
 - Work with partner and/or partner agencies to obtain digital creative content.
 - Work with internal stakeholders to manage digital asset deployment.
- Manage and maintain partner inventory levels to ensure digital asset obligations are being met:
 - Create materials, proposal presentations and key insight reports in support of business developments efforts.

- Manage the completeness and accuracy of sponsor benefit grids, contact lists, budgets, CRM and any other items related to sponsor fulfilment.
- Maintain positive internal relationships with cross-departmental stakeholders and external vendors.

3. Other Duties

- Support in the development and delivery of the CP Women's Leadership Summit in conjunction with the CP Women's Open:
 - Administrative support as required.
 - Assist with guest registration and gifting.
 - Liaise with host facility to ensure smooth event-day operations.
- Manage Partner Appreciation days and other special events:
 - Support in the development of unique events/experiences to thank our partners.
 - Manage, invites registration, guestlists and gifting.
- Provide administrative support in the following areas:
 - Development and maintenance of sponsorship binders, which includes all current contracts and key dates.
 - Manage all internal corporate purchases including partner gifting and team apparel.
 - Filing, binding, printing, photocopying and other duties as assigned.
- Special assignments as required.

REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:

- Post-secondary degree/diploma in sport management, business, related field, or equivalent experience
- Ability to travel, is required
- Superior communication skills (written and verbal)
- Strong ability to be professional, responsible, and tactful with minimal supervision
- Demonstrate exceptional communication, fiscal management, and relationship building skills
- 1-3 years sport program management experience is preferred
- Customer service experience is preferred
- Bilingual (English and French) is not required but considered an asset.
- Golf knowledge or experience is not required but considered an asset.

APPLICATION DETAILS:

Golf Canada - Human Resources
 1333 Dorval Drive, Suite 1
 Oakville, ON L6M 4X7
 Email: resumes@golfcanada.ca
 Visit: www.golfcanada.ca

One (1) position available. Golf Canada will interview up to six (6) candidates. Forward cover letter and resume, by e-mail or mail only, NO PHONE CALLS PLEASE to the above contact by **11:59pm, November 14, 2021**. Golf Canada thanks all applicants but will contact only those who will be invited for an interview.

Golf Canada is committed to providing a safe environment for all, especially children. All applicants will be thoroughly screened using background checks and a review process.

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's core values are "Fun, Excellence, Inclusion, Respect, Accountability" and while these are included in each employee's offer of employment and annual employment letters, these core values are also an integral part of the Golf Canada's recruitment, hiring and annual review process.

Golf Canada is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation during any stage of the recruitment process, please notify Human Resources at 905-849-9700.