The Golf Tournament Director is responsible for directing and coordinating the organization’s largest annual fundraiser, the Healthy Learners Champions for Children Golf Tournament in Memory of George Younginer. The director is responsible for the conception and execution of the event and all its accompanying logistics. The 2015 tournament will be held Wednesday, October 21, 2015 at Ft. Jackson Golf Club in Columbia, South Carolina.

GENERAL DUTIES: Included but are not limited to:

- Fundraising - identify and secure sponsorships towards the tournaments $110,000 goal.
- Manage day-to-day operations for the golf tournament to include volunteers and committee
- Coordinate and conduct all golf tournament activities
- Create and develop new initiatives and ideas that are appropriate and effective for the tournament
- Maintain and develop the notifications and updates for the website and all social media platforms for the golf tournament
- Serve as a liaison for Healthy Learners in all aspects of the golf tournament
- Report directly to the Director of Development. However, will interact with the Executive Director, Board and Committee members on appropriate aspects of the golf tournament on a regular basis
- Train and develop interns and volunteers

SKILL & EXPERIENCE REQUIRED:

- College degree or equivalent preferred
- A minimum of 3-5 years of golf tournament planning and administration and/or directing large, $100,000+ fundraising events
- Prior management experience including direct supervision of staff and volunteers
- Requires strong financial acumen and the ability to develop and manage budgets
- Must have a strong aptitude for systems and computers
- Must have proficiency with MS Office products
- Working knowledge of marketing software products such as InDesign a plus
- Desire and or experience working with volunteer committee and Board
- Excellent communication skills, both oral and written
- Basic understanding of non-profit organizations, marketing, finance and management.
- Working knowledge of social media

This contractual position averages 20 hours per week and will run April 2015 through November 2015. Compensation negotiable.