

Events & Programming Associate

Overview: The Francis Ouimet Scholarship Fund is seeking a motivated professional to serve critical areas of this non-profit organization's programs. This person will be an integral part of an energetic staff of eight that work closely together on many projects supporting a volunteer base of golfers and business leaders. The Events & Programming Associate will work primarily with the Director, Events & Club Relations, and the Executive Director to manage outreach and promotion of our mission through various fundraising efforts and events.

The Francis Ouimet Scholarship Fund has been awarding college scholarships for more than 70 years and is the largest independent scholarship organization in New England. Each year, the Ouimet Fund awards approximately 450 Scholarships, totaling \$2.75 Million, to deserving young men and women who work in golf in Massachusetts.

Primary Duties & Responsibilities:

- Work closely with Director, Events & Club Relations, and others to execute a robust communication calendar with our supporting clubs
- Assist with creation and distribution of collateral materials, both generic and "club-personalized" printed and electronic communications
- Regularly communicate with fundraisers of our Golf Sprint (and other programs) regarding recruitment, solicitation support, event logistics and post event follow-up
- Assist with fundraising, cultivation, event logistics prep and post event follow-up as necessary
- Regularly travel throughout the state to help represent The Fund at meetings and events
- Assist the Club Relations and Scholarship departments with various promotions and scholarship awareness including speaking in person to applicants and club personnel about the Ouimet Fund
- Track and document interactions with constituents in our database
- Assist with other annual communications
- Other duties as may be assigned

Qualifications:

- Bachelor's degree
- 1-3 years of related experience
- Proficiency with Adobe, PowerPoint, Word and Excel and a willingness to learn new programs
- Prior golf employment and/or knowledge of golf industry is required
- Excellent interpersonal skills to communicate effectively and respectfully with donors, volunteers, and colleagues
- Strong writing and editorial skills with a keen attention to detail
- Ability to work both independently and with supervision as part of a team
- Ability to prioritize and manage multiple projects effectively and efficiently
- Ability to handle highly confidential financial and personal information with discretion
- A sense of humor is always appreciated.
- Must be willing to work extra hours during certain projects, including occasional evenings and weekends, to meet deadlines or events.
- A valid driver's license and personal reliable form of transportation
- Candidates are expected to have a basic understanding of Francis Ouimet and the Ouimet Fund.

Benefits:

- Flexible office/remote work schedule, which varies throughout the year
- Competitive salary, paid vacation and sick time, paid holidays, travel reimbursement, health care plan including dental and vision, 401k plan and match, disability & life insurance coverage

Please submit cover letters and resumes to jobs@ouimet.org by Sept 10, 2021.

The Ouimet Fund is located at the William F. Connell Golf House in Norton, MA along with other golf non-profits on the grounds of TPC Boston.