



Internal Job Posting

The Ladies Professional Golf Association (LPGA), headquartered in Daytona Beach, FL, is currently seeking a full-time **Foundation Programs & Membership Coordinator**. This position is responsible for assisting in the development and execution of effective strategies to grow and retain participants and sites within the LPGA-USGA Girls Golf Program. This position will report to the **Director, Foundation Operations**.

Essential Duties and Responsibilities include the following:

- Serve as the main point of contact for LPGA-USGA Girls Golf Site Directors while cultivating an approachable and innovative program atmosphere
- Coordinate with all necessary constituencies, both internal and external, to maintain a sustainable program base for the LPGA Foundation
- Assist the Director of Operations in coordinating educational training of new and existing site directors
- Work alongside the Director of Operations to assist in the development of an internal marketing & communications strategy for Foundation initiatives
- Assist in the implementation of the comprehensive, information-driven growth and retention plan for site sustainability
- Monitor and evaluate program effectiveness through feedback and evaluation
- Provide support for LPGA Foundation fundraising efforts, affiliate partnerships and national events
- Special projects and assignments as assigned

Job Requirements:

- Bachelor's degree in business, marketing or related field
- Previous experience in junior golf, sports and membership management is highly desirable; non-profit experience strongly preferred
- Excellent communication (both written and verbal), interpersonal skills and analytical skills required
- Strong organizational and time management skill are a must; ability to manage multiple priorities with conflicting deadlines
- Ability to travel 8-10 weeks per year
- Excellent computer skills including Microsoft Word, Excel, and PowerPoint

The LPGA offers a competitive salary and benefits package that includes, medical, dental, vision, life, and disability insurance, paid time off, 401(k) with employer match, golf and fitness center privileges, access to all of our events, and many other great benefits to all full time employees.

For confidential consideration, please email your résumé and cover letter to Leah Fogle (leah.fogle@lpga.com)

To apply for this position and to view our complete list of job openings, please visit www.lpga.com/careers.

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