

Position Title: Business Development Assistant

Type of Position: Summer Student - Late April/Early May to Late August

Location: Uxbridge, ON with travel throughout the province

GOLF ONTARIO (GO) is currently seeking applications for a Business Development Assistant for the 2019 Golf Season. This is a seasonal Summer Student position, intended for a college/university student, with the period of employment starting late April/early May to late August. Reporting to the Manager, Business Development, the successful candidate will be a highly motivated team player, with excellent verbal and written communications skills.

General Job Description: This position is a business and revenue focused role. Key responsibilities will be new public player members acquisition, helping to secure new partners and service existing partners, deliver fundraising targets.

Overall Responsibilities include but are not limited to:

- Public Player Membership Acquisition – support role in revenue generation through new membership acquisition. Interact with potential members at events, trade shows, and on site programming to conduct research and solicit new memberships
- Partnership Development – prepare customized sponsorship/partnership proposal decks for new partners. Identify areas of opportunity to add value through partnership to our existing and future programs. Develop a list of potential partners and contacts.
- Fundraising – assist with ongoing fundraising initiatives. Key role in leading and executing our Junior Golf Drive fundraiser. Organizing member events at participating courses. Support for delivering our donor/trustee program.
- Partnership Management – provide customer service to new and existing partners. Support partners on activation opportunities. Compile list of commitments, terms and key elements of all existing partnerships and ensure that GO is honoring the terms and providing strong value to our partners.

Qualifications and Requirements

- Strong relationship management skills
- Bias for action and results orientation
- Excellent communication skills
- Strong understanding of sponsorship and partnership landscape
- Ability to manage multiple tasks and prioritize effectively
- Financial acumen
- A valid Ontario Driver's License and access to personal vehicle
- Be registered as full-time student in a community college or university in 2018-19 academic year and intend to return to school on a full-time basis in the 2019-2020 academic year

Application Details

Golf Ontario thanks all applicants but will contact only those who will be invited for an interview.

Qualified/Interested candidates should forward a detailed resume and cover letter with relevant experience and salary expectations, in a MS Word or Adobe PDF format, by Friday February 22, 2019, using the following details:

Email: jobs@gao.ca

Subject: Summer Student, Business Development Assistant

Golf Ontario 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 905-852-1101.

GOLF ONTARIO

With over 92,000 individual members, 450 member clubs and more than 20 outstanding staff, Golf Ontario is one of the largest golf associations in the world. From rating courses and keeping the integral rules of the game intact, to developing the sport at the grassroots and high performance level, to hosting the best amateur championships in Canada and leading and supporting the Ontario golf community, Golf Ontario is committed to driving more people to play golf, more often, starting at a younger age.