



## **Community Engagement & Events Manager**

**Reports to:** Director of Organizational Development

**Location:** Charlotte, NC

**Position Type:** Full-Time, Exempt

### **About First Tee – Greater Charlotte**

First Tee – Greater Charlotte is a youth development organization empowering young people to build strength of character through the game of golf. We equip kids and teens with life skills that help them grow on and off the course—creating game changers for life.

### **Position Summary**

The **Community Engagement & Events Manager** will play a key role in strengthening relationships with local country clubs and community partners while executing high-quality events that promote and grow First Tee – Greater Charlotte's Caddie Society Giving Program.

This position will focus on event planning, coordination, and execution in collaboration with the internal team and the Caddie Society Committee. The ideal candidate is organized, detail-oriented, and enjoys connecting people through purposeful experiences that elevate the organization's mission and visibility.

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### **Key Responsibilities**

#### **Community Engagement**

- Build and maintain relationships with local country clubs, golf professionals, and members to increase awareness of First Tee's mission and impact.
- Partner with the Caddie Society Committee and staff to plan and execute engagement opportunities that promote the Giving Society.
- Represent First Tee – Greater Charlotte at golf and community events, acting as an ambassador for the organization.

#### **Event Management**

- Plan, coordinate, and execute events such as receptions, golf outings, and community engagement experiences.

- Manage event logistics, timelines, budgets, vendor relationships, and day-of coordination.
- Collaborate with staff, volunteers, and committee members to ensure meaningful, well-organized experiences.
- Track and evaluate success to inform future planning.

### **Marketing & Communications**

- Partner with the marketing team to develop event promotions, social media content, and storytelling that highlight the impact of the Caddie Society.
- Assist in creating materials that showcase the organization's mission and community partnerships.
- Support efforts to enhance visibility through digital, print, and in-person engagement.

### **Organizational Support**

- Work in close collaboration with the Executive Director, development teams (both internal and external), and the Caddie Society Committee to align event and engagement strategies with organizational objectives.
  - Contribute to a positive, mission-driven team culture.
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### **Qualifications**

- Bachelor's degree in communications, marketing, event management, hospitality, or related field (or equivalent experience).
  - 3–5 years of experience in event planning, community engagement, or marketing coordination.
  - Strong communication and relationship-building skills.
  - Proven ability to manage multiple projects, deadlines, and priorities.
  - Working knowledge of AI applications and how to leverage them effectively.
  - Comfort working with corporate partners, committee members, and volunteers.
  - Proficiency in Microsoft Office; experience with CRM systems and OneCause a plus.
  - Passion for youth development, golf, and the mission of First Tee.
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### **Compensation & Benefits**

- Competitive salary commensurate with experience.
- Health benefits, paid time off, and professional development opportunities.
- Flexible work environment with occasional evening and weekend events.

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### **How to Apply**

Interested candidates should send a cover letter and resume to **Amanda Ross at [aross@thefirstteegreatercharlotte.org](mailto:aross@thefirstteegreatercharlotte.org)** with the subject line: *Community Engagement & Events Manager – [Your Name]*.

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