



**Job Title:** Corporate Partnerships Coordinator  
**Location:** Pacific Palisades, CA

**JOB DESCRIPTION:**

TGR Live (TGRL) is seeking a motivated team player as its Corporate Partnerships Coordinator. Based in The Genesis Invitational tournament office, this fulltime position will fulfill the lead role in hospitality and sponsorship servicing and client relations for The Genesis Invitational and fulfill a supporting role in event activation at other TGRL events. Primary responsibilities include preparing sponsorship agreements and invoices, facilitating agreements and asset tracking, leading back-end fulfillment and processing, and serving as a primary client contact for hospitality and sponsorship activation. The position will be a full-time member of TGR Live Events & the Corporate Partnership department. The successful candidate will demonstrate:

- Strong interpersonal relationship skills that will be an asset in managing client relationships, hospitality management and sponsorship activation
- Experience working in live events and/or hospitality events (i.e., food and beverage operations, catering, etc.), especially in the golf and/or sports industry
- Passion for working with partners

**ABILITIES:**

- The ideal candidate will have one to three years working in the event and/or hospitality industry with experience working with corporate sponsors
- Candidate will be highly motivated, detail oriented and well organized
- Effective oral and written communication skills with a professional and service-focused personality is a must
- Must have working knowledge of Microsoft applications, particularly Office 365 apps (Excel, Word and Teams)
- Working knowledge of Salesforce CRM software and basic graphic design experience is a plus
- Team player that is comfortable working in an office environment and under high-pressure live event settings is critical

**JOB DUTIES & RESPONSIBILITIES:**

Sponsorship Servicing:

- Manage & track the end-to-end client activation process
- Assist in planning and processing corporate sponsorships and individual client partnerships
- Track sales contracts in Salesforce, generate tracking reports, manage inventory, ensure sales revenue and assets are recorded accurately
- Carry out agreements and ensure accounting/finance/legal compliance including contract and invoice generation
- Develop and grow relationships with clients from the sale to event activation and through post event follow-up
- Actively participate in weekly meetings and serve as a liaison to internal departments (i.e., finance, sales, marketing)
- Create post-event client recaps

Client Interaction, Hospitality and Sales Support:

- Lead sponsorship activation, including planning and preparation with clients, meeting deadlines, internal execution across departments, on-site hospitality servicing and problem solving
- Monitor and track status of client pipeline and contacts
- Maintain strong relationships with existing clients, leading to renewals and incremental revenue growth
- Assist in recruitment, training and lead day-to-day activities of event hospitality volunteers and Corporate Partnerships intern (if applicable)



- Additional projects as assigned

#### Event Support:

- Collaborate with host club, tournament caterer/concessionaire as it relates to food and beverage menu planning and servicing for players, caddies, tournament pro-am and other tournament events
- Manage relationship with tournament furniture and décor vendor for hospitality related items as well as tournament operational needs (working with operations department)
- Coordinate details such as food and beverage, décor, upgrades, and contract fulfillment for event partners

#### **REQUIREMENTS:**

- Position will require travel 10% of the time with extended stays (one week or longer possible)
- Ability to work nights, weekends and holidays as needed
- Flexibility to collaborate with constituents across multiple time zones

#### **TO APPLY:**

Submit a cover letter and resume via email to the following, [events@tgrfoundation.org](mailto:events@tgrfoundation.org)

No phone calls please

#### **ABOUT TGR FOUNDATION, A TIGER WOODS CHARITY**

For 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact underserved youth, its mission is to empower students to pursue their passions through education. Through innovative STEM coursework, college-access programs, digital platforms and educator professional development, TGR Foundation provides resources and support to help youth connect their passions to their purpose. Since its launch in 1996, TGR Foundation's education and outreach programs have impacted two million youth worldwide. To celebrate 25 years of impact, its new [Pathways Forward](#) initiative will provide support to enhance current education programs while expanding resources to more students on their pathways to college and career success. For more information visit [TGRFoundation.org](http://TGRFoundation.org) or connect on [Facebook](#), [Twitter](#) and [Instagram](#).

#### **ABOUT TGR LIVE, A TIGER WOODS VENTURE**

For more than 20 years, TGR Live has exclusively organized and managed fundraising events supporting the TGR Foundation. It focuses solely on creating amazing experiences for the foundation's clients at world-class events. TGR Live provides a variety of services including hospitality management, public relations and marketing, tournament operations, and sponsor sales at PGA TOUR and signature events which benefit the foundation. While many TGR Live events are televised, TGR Live does not provide TV or video production. For more information, visit [TGRLive.com](http://TGRLive.com) or follow us on [Facebook](#), [Twitter](#) and [Instagram](#) @TGRLiveEvents.

TGR Foundation is proud to be an Equal Opportunity Employer.