

POSITION: Tournament Manager
EVENT: Principal Charity Classic
LOCATION: Des Moines, Iowa

BACKGROUND:

[Bruno Event Team](#) has an immediate and exciting opportunity for a mid-level professional to serve as a Tournament Manager with the [Principal Charity Classic](#), the annual PGA TOUR Champions event in Des Moines, Iowa. This position will play a key role as a member of our current team in Des Moines and will report to the Tournament Director.

The award-winning [Principal Charity Classic](#), named the 2016 PGA TOUR Champions Tournament of the Year, has raised more than \$37 million for Iowa kids since 2007. The event draws some of the biggest names in golf to Des Moines each year, including Fred Couples, Ernie Els and Jim Furyk, among many others. The tournament is managed by [Bruno Event Team](#), a nationwide sports management company.

PRIMARY RESPONSIBILITIES:

- Oversee volunteer program, develop and execute recruiting strategy, communications, timeline and event execution
- Assist with sponsor sales support, manage contracts, inventory, invoices, communications to all clients.
- Support pro-am event details including print materials, schedules, gifting, catering, awards and party execution
- Manage Birdies for Charity Program and other charitable endeavors
- Manage the tournament's ticketing platform, fulfillment and credentialing
- Manage marketing and communications, including website, traditional and social media, press releases, constant contact, etc. Develop marketing strategy and design (using adobe illustrator and photoshop software)
- Manage relationship with marketing partners and execute promotions
- Facilitate planning and execution of special events, including outside of tournament week
- Secure individual charitable donations from existing and prospective identified donors
- Arrange all tournament orders for apparel, gifting, awards, supplies, etc.
- Develop ideas for fan enhancements, hospitality products and sponsorship categories
- Travel to other Bruno Event Team events in a support role assisting onsite staff

QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree in marketing, business, sports management or a related area preferred.
- Minimum of five (5) years of management experience, ideally in sports, event management, media or hospitality required.
- Industry experience with Trust Event, Authorize.net, Google analytics, Salesforce, DocuSign, Square and other event related software platforms
- Ideal candidate is an energetic self-starter and advanced communicator with a passion for taking ownership of multiple projects, executing with excellence in a fast-paced environment and serving as a reliable member of a small and dedicated team.
- The ability to work in multiple environments (in the office and on the golf course) and interact professionally with many different kinds of audiences and people.
- In depth knowledge of the Des Moines and Iowa business and charitable community

COVID-19 PRECAUTIONS:

At BET, employee health and safety are our top priority. In adherence to CDC, State, and local orders, we have implemented processes and procedures to prevent the spread of COVID-19 in our office. Initial interviews may be remote and conducted via Zoom. Any follow up interviews may be conducted in the office. Additionally, BET has implemented a mandatory COVID-19 vaccination policy for full-time staff to safeguard the health of our employees and their families; our clients and visitors; and the community at large from infectious diseases, such as COVID-19, that may be reduced by vaccinations. All offers of employment will be subject to candidate providing proof of vaccination (or acceptable plans for vaccination or exemption documentation per BET's policy).

SALARY & BENEFITS:

Salary pay will be commensurate with overall qualifications and experience and determined by the board of directors. Bruno Event Team benefits include: Medical, Dental, Vision & Disability Insurance, 401(k) with match, Paid Holidays and PTO.

RESUME SUBMISSION:

Please send resumes to info@principalcharityclassic.com and note "Tournament Manager resume" in subject line. We appreciate your interest, and will contact only those who will be invited for an interview.