

New Jersey Golf Full Time Job Posting



Position Title: Manager, Alumni & Scholar Engagement

Status: Exempt

Reports to: Director of Development, Caddie Scholarship Foundation



Overview:

The New Jersey Golf Caddie Scholarship Foundation seeks a creative, energetic, engaging, and forward-thinking professional for the newly created role of Manager of Alumni and Scholar Engagement. Established as the charitable arm of New Jersey Golf in 1947, the Caddie Scholarship Foundation has provided scholarships for young men and women who work as caddies at the Association's member clubs to attend college and earn an undergraduate degree. From humble beginnings, awarding four \$500 scholarships annually to students attending Rutgers University, the Foundation now awards annual scholarships of up to \$10,000 and has awarded over \$21 million since its founding. For the 2026-2027 academic year, the Foundation will award over \$1 million to 190 young men and women attending over 90 colleges and universities.

Reporting to the Foundation's Director of Development, the Manager of Alumni and Scholar Engagement will be responsible for growing the Foundation's outreach by reestablishing and maintaining relations with Scholar Alumni and building lasting relationships with current scholarship recipients with the intent to grow the Foundation's base of philanthropic support.

This role requires in-person, non-traditional hours such as early mornings and/or late evenings, and possible weekends. A "peak season" work week may extend beyond a total of 40 hours.

Manager, Alumni & Scholar Engagement Duties and Responsibilities

- Conducting visits with Scholar Alumni to update them on the current state of the Foundation
- Creating and implementing a schedule of social events targeting and engaging both alumni and current scholars
- Visiting current scholars at colleges during the academic year and at golf clubs during the golf season
- Locating "lost" alumni through Internet research
- Creating content for the Foundation's Annual Report and social media channels and the Association's website and magazine
- Planning and organizing the annual Scholars' Banquet and Scholars' Leadership Summit
- Identifying alumni interested in and capable of providing annual or endowed scholarships
- Assisting the Director of Development with stewardship activities
- Assisting with caddie training clinics
- Promoting caddying and scholarship opportunities to high school age students by connecting with new and existing Foundation partner organizations
- Creating a network of Scholar Alumni to serve as mentors to current scholars and young alumni
- Facilitating the onboarding of new scholars through an online orientation call
- Assist NJ Golf colleagues in the planning, execution, and management of events (tournaments, member golf days, partner days, membership recruitment events, etc.) when requested
- Other duties as assigned by the Foundation's Director of Development or the Association's Executive Director

Preferred Skills and Qualifications

- Bachelor's degree required
- Three (3) to five (5) years' experience in alumni and/or constituent relations or related experience within the non-profit sector

- Knowledge of and passion for the game of golf and the role of the caddie
- Ability to work and think creatively in a team environment
- Demonstrated critical thinking skills
- Superior verbal and interpersonal skills
- Event planning, management, organization, and execution
- Highly organized, motivated, detailed-oriented, self-starter comfortable working within a team environment, but individually as well and possessing good project management skills
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint), online prospect research tools, and graphic design (Adobe, Canva, FlipSnack, PhotoShop, Illustrator, InDesign etc.)
- Ability to manage working relationships with key internal and external stakeholders
- Engaging personality capable of interaction with a wide-range of constituents
- Valid driver's license and means of reliable transportation
- Ability to lift and move approximately 50 lbs

There is no remote or work-from-home allowance for this position. Occasional, non-traditional hours, such as early mornings or late evenings may be required.

Compensation and Benefits

- Salary based upon experience and qualifications. Salary range: \$55,000-\$65,000
- Comprehensive benefits package including medical, dental, life, paid vacation, 401(k)
- Travel expense reimbursement
- Branded apparel

To Apply

To apply, submit a resume, cover letter, and references using the link [here](#).

About New Jersey Golf

NJ Golf is a non-profit organization of public and private clubs and courses dedicated to the service of golf. Founded in 1900, our mission is to promote and preserve the traditions of the game of golf in the State of New Jersey. For nearly 125 years this fundamental principle continues to guide the NJ Golf.