



Position Description

Title: Youth Partnership Manager, Be Legendary

Department: TeamFAME

Reports to: VP of Advancement / Executive Director TeamFAME

Salary: starting at \$65,000

Position Overview

The Be Legendary Youth Partnership Manager is a dynamic, relationship-driven leader, responsible for the execution and day-to-day management of youth partnerships and activations across the Be Legendary platform. This role oversees partner coordination, site activations, logistics, youth content support, and delivery of youth experiences, including the annual Legendary Trip to Newport.

This position requires a proactive, entrepreneurial self-starter who takes initiative, anticipates needs, and builds strong, authentic relationships with partners, coaches, youth participants, and internal teams. Working under the direction of the VP of Advancement / Executive Director of TeamFAME, this role plays a critical role in ensuring operational excellence, partner satisfaction, and consistent high-quality youth experiences aligned with Be Legendary values.

This role offers significant opportunity for professional growth and expanded leadership responsibility as the Be Legendary platform continues to scale globally. High performance, initiative, and strong partnership development may lead to increased strategic oversight and team leadership opportunities overtime.

Key Responsibilities

- Serve as the primary day-to-day contact for assigned Be Legendary youth partners
- Build and nurture strong, trust-based relationships with partner organizations, coaches, and stakeholders
- Proactively identify opportunities to strengthen partnerships and enhance engagement
- Coordinate partner communications, timelines, and deliverables with a high level of responsiveness and professionalism
- Support onboarding and activation of new partners and sites with an entrepreneurial and solutions-oriented approach
- Track partnership activity and support reporting and evaluation needs
- Plan and execute youth activations at partner sites and follow-up virtual events
- Take initiative in managing on-site logistics including scheduling, staffing coordination, equipment, and materials
- Coordinate with coaches, facilitators, talent, and any guest speakers
- Ensure consistent implementation of Be Legendary youth programming standards
- Support planning and execution of the annual Legendary Trip to Newport, including:
 - Coordinate youth programming schedules, run-of-show, and on-site experiences
 - Assist with logistics including travel, lodging, and vendor coordination

- Serve as on-site lead for youth programming during the event
- Support post-event recaps, evaluations, and partner communications
- Support capture of youth stories, photos, and program highlights
- Maintain activation calendars, timelines, and operational checklists with strong attention to detail
- Support budget tracking, expense documentation, and vendor coordination
- Ensure compliance with youth safety policies and organizational protocols
- Collaborate with development, marketing, and events teams
- Identify process improvements and implement solutions to enhance efficiency and impact

Requirements & Preferred Skills

- Bachelor’s degree in a related field or equivalent professional experience
- Minimum **5–7 years** of relevant experience in youth programs, partnerships, events, sports, or nonprofit program management
- Demonstrated experience managing logistics and on-site activations
- Proven ability to take initiative, work independently, and manage multiple priorities simultaneously
- Strong relationship-building and interpersonal skills: highly people-oriented
- Entrepreneurial mindset with a solutions-focused, adaptable approach
- Excellent written and verbal communication skills
- Experience working with external partners and stakeholders
- Ability to travel and work evenings/weekends as required for events
- Passport Required

Preferred Qualifications

- Experience in youth development, sports-based programming, or education-focused nonprofits
- Familiarity with brand partnerships or sponsor-supported programming
- Experience supporting content capture and storytelling for youth programs
- Comfort working in fast-paced, event-driven environments
- Passion for youth development and values-based programming

Location & Time Commitment

- Position is located at the International Tennis Hall of Fame in Newport, Rhode Island
- Travel to Be Legendary events is required as well as evening and weekend work required to support special events
- This position requires travel internationally and domestically at least 8 times per year

This is a full-time position with a full-time benefits package.

About the International Tennis Hall of Fame

Our Mission

The International Tennis Hall of Fame preserves and promotes the history of tennis and celebrates its champions, thereby serving as a vital partner in the growth of tennis globally.

The ITHF is a non-profit organization located in Newport, Rhode Island. It is a dynamic organization comprised of diverse business operations to support that overall mission.

- The Museum at the ITHF chronicles the history of tennis and the stories of its greatest champions through an extraordinary collection and interactive exhibits.
- The Hall of Fame Tennis Club is a year-round tennis facility offering junior and adult programming on three surfaces – grass, hard courts, and clay.
- Annually the Hall of Fame hosts the Hall of Fame Open, an ATP and WTA 125 event as well as celebrates the new class of inductees to the Hall of Fame, during its Inductions Celebration weekend
- As a non-profit organization, the ITHF is active in development outreach and philanthropic programs.
- The ITHF is an engaged partner in the global tennis industry and is committed to celebrating the sport's greatest champions and promoting tennis history through strategic programming around the world.

For additional information, visit tennisfame.com.

Application Process

- Resumes and cover letters should be submitted to the below email address with the subject "Be Legendary"

hadmin@tennisfame.com