



**George W. Bush**  
*National Honorary Chairman*

**Ron Rasmussen**  
*Board Chairman*

**Michael Pius, PGA**  
*Executive Director*

## **Job Description** **Director of Advancement**

### **Chapter Overview**

The First Tee of the Upstate is one chapter of the international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful junior golf programs.

### **Mission Statement**

The First Tee of the Upstate is a nonprofit organization dedicated to impacting the lives of young people in Cherokee, Greenville and Spartanburg counties by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf. Offering programs specifically designed for young people ages 5 to 18, the organization impacts the lives of over 55,000 Upstate area youth each year.

### **Reports to**

The Director of Advancement reports to the Executive Director

### **Employment Status**

Full-time

### **Job Summary**

The Director of Advancement position will include fundraising, public relations, developing and maintaining relationships with The First Tee partners, grant-writing, budgeting, developing marketing and promotional materials, coordination with Chapter staff, implementing new initiatives, Board relations, record-keeping and other financial and administrative duties.

### **Duties and Responsibilities**

#### Fundraising Activities:

- Write grants for local, state, and national foundations
- Increasing, strengthening and diversifying the organization's funding sources
- Assisting the Executive Director in planning, organizing and directing fundraising activities
- Assisting the Executive Director and Board of Directors in the solicitation of sponsorships and donations from individuals, corporations, and foundations
- Utilize donor database - Track and communicate with donors - Follow-up with each contributor to continually reinforce the importance of his or her contribution - Preparing accurate records, reports and maintaining fundraising database
- Updating and maintaining all fundraising related information on The First Tee of the Upstate chapter website
- Establish and/or collaborate with local golf events to generate revenue for The First Tee
- Enhance ongoing and past events hosted by the chapter
- Establish new events and focus on other methods to generate revenue
- Create collateral material for events and general programming surrounding the chapter

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The First Tee of the Upstate · 1168 North Pleasantburg Drive Greenville, SC 29607 · 864.395.0013

[www.thefirstteeupstate.org](http://www.thefirstteeupstate.org)

- Train and support the Board and volunteers in fundraising activities

#### Community Awareness:

- Prepare press releases
- Develop and maintain special media relationships and partnerships
- Promote The First Tee's mission, goals, purpose and programming throughout the community
- Deliver presentations to area service groups about the value of The First Tee
- Network within the Upstate
- Provide assistance to the Chapter with strategic marketing/planning committees
- Communicate with and submit documentation as required by The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas

#### **Additional Details**

- Requires in-office work and will have flexibility for remote work, as available
- Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice
- Compensation based on experience and qualifications
- Hiring will be subject to completion of successful background check

#### **Preferred Qualifications**

- Bachelor's degree
- Three years of successful fundraising experience
- Proficient with computers
- Possess strong time and fiscal management skills
- Demonstrate exceptional communication and managerial skills
- Provide strong fiscal management in all areas of responsibility
- Previous success in working with volunteers
- Experience working with community based organizations
- Able to travel in order to attend training sessions and meetings

#### Contact Information:

The First Tee of the Upstate

Michael Pius, PGA

Executive Director

[mpius@thefirstteeupstate.org](mailto:mpius@thefirstteeupstate.org)

No phone calls regarding this opportunity

[www.thefirstteeupstate.org](http://www.thefirstteeupstate.org)

To apply for this position, please email your resume to Michael Pius, PGA Executive Director at

[mpius@thefirstteeupstate.org](mailto:mpius@thefirstteeupstate.org).

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