



Pro Kids | First Tee of San Diego
Director of Development & Communications

POSITION TITLE: Director of Development & Communications

SUPERVISOR: CEO

DEPARTMENT: Fund Development

STATUS: Full-Time, Exempt

LOCATION: City Heights; regular travel to Oceanside

SALARY RANGE: \$75,000-\$85,000/annual

CLOSING DATE: 02/17/2020

ORGANIZATION: Founded by former AFL/NFL player Ernest H. Wright, Sr. in 1994, Pro Kids | First Tee of San Diego, is a leader in providing underserved youth in San Diego County opportunities through positive, life-changing experiences. Pro Kids | First Tee of San Diego is a 501(c)3 nonprofit challenging youth to excel in life by promoting character development, life skills, and values through education and the game of golf.

Pro Kids | The First Tee of San Diego is a committed community of excellence through our shared team values of:

- Perpetual Growth
- Integrity
- Building Community
- Good Stewardship
- Compassionate Communication
- Embracing Challenge

Pro Kids | First Tee of San Diego has two primary program campuses in City Heights & Oceanside. Colina Park features a public 18-hole, par-3 golf course and Learning Center. Our Oceanside campus is home to the Ely Callaway Learning Center and TaylorMade Honors Course, a six-hole, par-3 private course. Our program offers post-high school scholarships for university and trade school, with over \$2.5 million in direct scholarship support to over 250 Pro Kids alumni since 1999. Learn more at www.thefirstteesandiego.org.

SEEKING: A purpose-driven sales leader capable of setting and meeting strategic fund development goals. Data-driven, results-oriented and ready to cultivate, secure and grow major gifts and campaigns. Familiarity and confidence with high-impact special events, and able to lead and delegate communications and marketing plan that align program impact, target audience and fund development considerations.

Beyond those skills, this would be a good fit for someone who values fun team spirit, entrepreneurial gusto, and who is smart, curious and loves the challenge of solving problems that improve young people's lives.

POSITION SUMMARY: The Director of Development and Communications (DODC) ensures the achievement of the fund development and communication goals of Pro Kids | The First Tee of San Diego. The DODC leads Pro Kids' effort to achieve its annual fundraising goals,

using a results-based, sales-driven strategy to drive and deliver on revenue goals. The DODC brings together three key functions: development, external communications, and events, with a focus on identifying and stewarding relationships to produce meaningful/measurable results. The ideal candidate is an entrepreneurial, highly collaborative, and seasoned fundraising professional with demonstrated experience in annual giving, major gifts, corporate and foundation giving, grant research and writing, planned giving, event-related fundraising, and capital campaigns.

The DODC will report to the CEO and work with staff and the Board of Directors to continue to grow fundraising efforts. This position is a member of the Pro Kids leadership team.

KEY DUTIES & RESPONSIBILITIES:

- Lead the fundraising operations, including driving the development strategic plan and processes related building leads, engagement and stewardship
- Work with CEO, Board Members and staff to establish a long-term fundraising model
- Formulate fundraising strategies including efforts to increase funding from current and past donors and the expansion of funding from newly identified prospects
- Work closely with the leadership team, staff and volunteer leaders from across the organization in the development effort
- Work closely with CEO and board to execute the development plan
- Cultivate, solicit and steward existing and new donors including but not limited to individuals, corporations and other institutions
- Design and oversee communication plan which promotes, enhances and protects Pro Kids brand and reputation
- Work with rest of the leadership team to ensure alignment of communications with the mission, vision & goals of Pro Kids
- Supervise the Event & Communications Coordinator and contracted grant writers.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree from an accredited four-year college or university is required; a master's degree in a relevant field (e.g. business administration, nonprofit management) is a plus.
- A minimum of five years of professional experience is required, with at least 3-5 years of progressive experience in fundraising/development.
- A track record of successfully soliciting and closing gifts, preferably in the amount of \$10,000 or above.
- Understand high-level stakeholder interactions and communications; familiarity and experience with San Diego's (and national) foundations, donors and grant making agencies strongly preferred
- Experience with Salesforce or other CRM systems strongly preferred.
- Understanding and interest in fund development and nonprofit funding trends, as well as visually-appealing and call-to-action marketing ideas.
- Ability to prioritize, handle multiple tasks, and meet deadlines.
- Ability to maintain confidentiality.

- Ability to critically identify system inefficiencies, anticipate challenges and gaps, and contingency plan accordingly.
- Experience with grant writing and reporting preferred.
- Experience with planning and executing high-level fundraising events.
- Exceptional oral and written communication skills; effectively presents information and promptly responds to inquiries from prospective supporters, partners, and other external stakeholders.
- Ability to relate well and network with many types of people, from students to public officials.
- Must exemplify commitment to Pro Kids' mission and values.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT: This position requires standing, walking, crawling, and sitting. Position involves use of a keyboard involving repetitive motions with fingers, and the use of a telephone and face-to-face communications that require accurate perception of speech as well as talking and hearing. Position requires the use of tools or controls. Position also requires close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATION AND TRAINING REQUIREMENTS (within 30 days of employment):

- Completion of Child Abuse Prevention training
- CPR, First Aid; AED Certification
- Clear background check
- Clear DMV driving record check

COMPENSATION: \$75,000 - \$85,000 annual salary range. Eligible benefits include health, dental, vision, paid time off, holiday pay, simple IRA match, continuing education opportunities, and regular access to golf facilities.

Pro Kids provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

To apply, please email your resume and cover letter to
pkcareers@prokidsonline.org.