



## Position

Development Coordinator, First Tee – Southeast Wisconsin

## Organization

First Tee – Southeast Wisconsin has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Southeast Wisconsin creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at golf courses, schools, and youth centers in the community.

## Position Summary

The Development Coordinator (DC) will be responsible for supporting all of First Tee – Southeast Wisconsin’s fundraising efforts including individual giving, corporate and foundation support and special events.

The DC will report to the Executive Director and will work closely with Board of Directors in all development and fundraising endeavors.

The DC will be a highly visible member of the community, representing First Tee – Southeast Wisconsin throughout the service area. They will embody the First Tee’s strong commitment to its youth and will promote the organization throughout the community.

*Key Criteria for success of the role include:*

- Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations.

## Duties & Responsibilities

- Promote First Tee – Southeast Wisconsin’s mission, goals, purpose and programming throughout the community
- Manage all administrative aspects of the Chapter’s fundraising plan, including individual giving, corporate and foundation support and special events
- Ensure effective documentation and maintain accurate and complete records in the Chapter’s donor database (Little Green Light), track and acknowledge contributions, run queries and reports, coordinate donor communications and solicitations, and ensure prospect management records are updated in a timely fashion

- Work with the Executive Director to engage board members and volunteers in implementing and coordinating fundraising activities such as mail solicitations and donor outreach
- Support the Executive Director in the development and enhancement of the existing corporate sponsorship program to secure support from area businesses through writing proposals and assisting with sponsor communications
- Coordinate individual donor solicitations including end of year appeal mailing, major donor campaigns, and other events
- Develop marketing/communication materials for special events, fundraising and outreach efforts and help coordinate organization-wide communications to ensure consistency and clarity
- Provide administrative assistance for grant writing activities that supports the Executive Director in building and maintaining relationships with grant makers including preparing, submitting and assisting with grant applications and managing grantor reports
- Provide assistance to the Development and Marketing Committees
- Attend and assist with administration of the Tee to Green Golf Classic Pro-Am and Auction and 100 Holes of Golf marathon

*Other duties as assigned by the Executive Director.*

## Qualifications

The Development Coordinator is a part-time position that may require occasional evening and weekend hours. A bachelor's degree in public relations, business, nonprofit management, marketing or related field, along with a minimum of 3 years of development experience preferred. The ideal candidate will possess:

- Commitment and passion for the mission and purpose of First Tee – Southeast Wisconsin
- Three years of successful fundraising experience
- Adherence to the standards of conduct and involvement established by First Tee
- Exceptional communication, interpersonal relations and organizational skills
- Strong computer skills, ability to use existing technology to achieve desired results and proficiency in Word and Excel; knowledge of Little Green Light or similar donor database preferred
- Charismatic, personable, and motivational in working with youth and volunteers
- Ability to travel to meet with prospects and donors
- Exceptional time management skills and ability to multi-task

## To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to David Cohn, executive director, at [dcohn@firstteesew.org](mailto:dcohn@firstteesew.org).

Closing date for this position is 7/31/21 . First Tee – Southeast Wisconsin has the right to accelerate or extend the closing date of this position at any time.

## Additional Details

- Position is part-time and expected to average 20 hours per week.
- Position will have flexibility for remote work, as available, and requires in-office work in West Allis, Wisconsin.
- Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.
- Compensation is based on experience and qualifications.
- References may be requested.
- Hiring will be subject to completion of successful background check.

### **Equal Employment Opportunity Statement:**

First Tee — Southeast Wisconsin is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.