



Employment Details

Position: Donor Relations & Events Manager

Post Date: 12.9.21

Chapter Name: First Tee - Greater Austin

Salary/Wage: Based on experience

Position Type: Donor Relations & Events Manager

Location: Austin, TX

Preferred Education Level: College Degree

Job Description

The Donor Relations & Events Manager works closely with the Executive Director in helping to manage all aspects of the organizations fundraising events and the stewardship of its donors. Managing of said events include; soliciting sponsorships, securing sponsorships, donor/database tracking (including invoicing), sponsorship fulfillment and stewardship. The position requires strong organizational skills, attention to detail and the ability to prioritize tasks.

Preferred Work Experience:

2+ years experience in a "like" position
Has supervised others in current or previous roles

Responsibilities

Management/Leadership

- With the ED manage all fundraising events to include; More Than a Game, 9 Core Values Luncheon, Clay's for Kids and any others.
- With the ED manage the Capital Campaign
- Assist with scheduling and attending all Committee meetings related to fund-raising events.
- With the ED manage all sponsorship fulfillment to include: collection of company marks (logo's, etc.) and placements (website, FB, signs and/or banners); verification that we have the correct marks; recording ALL donations (in Blackbaud and on Google Drive) and follow-up with donors/sponsors for guest lists (including contact information) and event details; provide donation receipts and thank-you letters after the event.
- Working with Executive Director (ED) and Volunteer & Community Relations Manager (VCR) to establish volunteer and intern job descriptions and assist with the recruitment, training and management of said volunteers. VCR will be responsible for managing "event" volunteers and Programming Manager will be responsible for managing programming volunteers.

Communications/Public Relations

- With PM create registration pages for the various HPGC and FTGA events both FTGA and HPGC hosted events and outside outings when needed.
- With ED and Marketing & Communications Manager (MCM) assist with the creation of collateral for various fundraising events to include; print, social media campaigns and website.
- Provide timely donation receipts and acknowledgements to all sponsors and donors, to include the list of goods and services received.
- With the ED, golf staff and MCM monitor the HPGC and FTGA websites to ensure that its content is kept up to date.

Fundraising/Donor Responsibility

- Provide monthly (sometimes weekly) donation reports (Blackbaud) to the ED to be distributed to FTGA BOD and accountant
- Track FTGA events for BOD and EC reporting to ensure events are within financial goals (both revenue and expenses)
- Assist the ED with managing (day of) various fundraising events ranging from clay shoots to golf tournaments to a luncheon.

Programming

- Assist with all programming events as needed to include; after-school, winter, fall & summer camps, LPGA-USGA Girls Golf, Foundation Tour, STPGA, PGA Junior Golf League, etc.
- Maintain reporting for the Billy Clagett, Russ Munsch and Jackson Alexander Scholarship Fund to donors and BOD

Qualifications

Preferred Skill and Experience

- Bachelor's degree or higher in the related field
- Preferred experience with another First Tee Chapter or First Tee Headquarters
- Preferred experience in maintaining a website (WordPress preferred)
- Preferred experience with databases (current database is Blackbaud – Raiser's Edge)
- Great communicator; verbal and written
- Ability to work a flexible schedule
- Attention to detail
- Ability to lift 30 lbs

Benefits

- You get to live in Austin, TX!
- Medical & Dental Insurance: TFTGA will pay 100% of the DOI medical and dental premiums
- Life Insurance: FTGA pays the premium for a \$10,000 life insurance policy
- Access to Harvey Penick Golf Campus: DRE's immediate family has a complimentary membership to the golf and footgolf courses
- Educational allowance
- 12 days of Personal Time Off (after 60 days of full-time employment)

Compensation

- Based on experience

General

The position is open and we will begin interviewing (zoom and in-person) as qualified candidates are identified.

All candidates are subject to a background check and drug screening

Contact Information

Chapter Name: First Tee - Greater Austin

Job Code: n/a

Contact: Jennifer MacCurrach, Executive Director

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To apply for this position, please email your resume along with three references to the address above.