



First Tee - Orange County

Part - Time Fundraising Support Coordinator

Job Description

First Tee Overview

For more than 25 years, First Tee has been using the platform of golf to provide innovative and experiential learning opportunities for young people. Character education and long-term life skills are at the heart of our programs, which are delivered by coaches who have been trained in positive youth development. The First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs. By engaging young people in a combination of life skills, leadership, and golf activities, they are also exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee offers character education programs at golf courses, elementary schools, and youth centers in 150 chapters in all 50 states and internationally.

Chapter Overview

First Tee - Orange County was established in 2013. We are more than a sports program. We shape the lives of young people throughout communities in Orange County providing character building and life skills lessons while promoting healthy habits through the game of golf. To date, we have served over 25,000 youth in Orange County. To learn more about First Tee - Orange County, visit our website at <https://firstteeorangecounty.org>.

Mission Statement

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

Reporting Structure

The Fundraising Support Coordinator will report to the Executive Director.

Job Summary

The Fundraising Support Coordinator role will support the Executive Director with the total lifecycle of donor management, activities related to fundraising and chapter events, support social media and website needs, and administrative support of the chapter. He/she works collaboratively with the employees, volunteer staff of the Chapter, as well as the Board of Directors, HQ contacts, donors, and community representatives.

Ideal Candidate

The Orange County Chapter of First Tee seeks candidates who are strong leaders with outstanding communication and interpersonal skills; high energy, with a "can do" attitude; proactive and flexible in an environment of change, a critical thinker, customer service friendly, and solution oriented. The ideal candidate will have a high level of integrity who lives the nine core values of First Tee, will be passionate about youth and enjoys working with staff, a volunteer community, participants, and their families. The ideal candidate will work collaboratively and partner closely with the Executive Director with achieving chapter key initiatives and organization benchmarks.

Roles and Responsibilities

- Donor Management Tracking and Support: Oversight of the Donor Snap CRM (Donor Database) Including inputting prospecting, new & current donor contacts. Processing receipts/thank you notes, generating mailing lists and overall maintenance of the system. Will be communicating directly via phone or in person with donors as needed.
- Event Coordination: Oversight of the Givesmart fundraising software including inputting of the event information and tracking of donations. Support the administration and project management of events that are occurring in the chapter including fundraising, volunteer/participant events.
- Social Media/Web Site/Email Communication: Oversight of the execution of the marketing communication strategy. This includes using Constant Contact, Word Press, Salesforce and all platforms of social media.
- Administrative: Oversight of administrative needs of the executive director and staff, calendar management for the chapter, point of contact for chapter incoming calls/emails/texts and distribution of messages/follow up.
- Technical Support Liaison: Includes oversight of cloud document storage and assuring staff has computer/email/technical needs met.
- Non-Coaching Volunteers Program: Assist in the recruiting and communicating with volunteers, tracking, of the volunteers and other duties as needed associated with the chapter volunteers
- Duties as assigned & needed

Qualifications

- Bachelor's Degree preferred
- Excellent computer skills and familiarity with Excel, Word, PowerPoint, Salesforce, and other database management programs. WordPress experience preferred
- Strong technical skills and digital savvy
- Demonstrates exceptional communication skills
- Charismatic, personable, and motivational in working with youth, parents, donors, volunteers, and board members
- Lives in Orange County preferred

Additional Position Criteria

An excellent command of the English language, both verbally and written, is required.

The individual must also successfully complete a Safe Sport pre-employment background check and training

Position Location

The position is based at FTOC's Main Office, Anaheim, CA, with travel throughout the county as needed.

Employment Status

Part Time, Non-Exempt Position

Compensation

The Compensation is commensurate with experience and qualifications.

Please submit your resume, compensation history and other relevant information to Wendy Cullen at wendy@thefirstteeoc.org. *No phone calls please.*