



## Position

Development Director, First Tee – Central Valley

## Organization

First Tee – Central Valley 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 – Central Valley 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 five golf courses, 19 schools and 4 youth centers in the community.

## Position Summary

The Development Director (DD) will be primarily responsible for planning, organizing, and directing all of First Tee – Central Valley's fundraising including, major gifts, Assist Del Rio C.C. staff with membership donations, planned giving, special fundraising events, and capital campaigns.

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

The DD will be a highly visible member of the community, representing First Tee – Central Valley throughout the service area. She/he 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.

## Responsibilities

- By working closely with the Executive Director, and Board of Directors identify, cultivate, solicit, and steward contributed revenues to support the organization while also activating key partners and volunteers to provide assistance.
- Establish revenue goals tied to strategic priorities and share quantitative progress assessments.

- Creative, donor-centric stewardship is to be complemented by relationship and mission-based acquisition of new donors of all levels, including major donors with the capacity to retain major gifts.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation, and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fund raising special events.
- Oversee prospect research.
- Make public appearances/accept speaking engagements to share information about First Tee – Central Valley with the community.
- Staff Board Development Committee meetings.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other fundraising staff.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Always demonstrate professional conduct.

*Other duties as assigned by the Executive Director.*

### Qualifications

- Commitment and passion for the mission of First Tee – Central Valley
- Three years of successful fundraising experience
- Adherence to the standards of conduct established by First Tee
- Exceptional communication, interpersonal relations, and organizational skills
- Charismatic, personable, and motivational in working with youth.
- 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 [johngriston@gmail.com](mailto:johngriston@gmail.com).

Closing date for this position is 09/1/2022. First Tee – Central Valley has the right to accelerate or extend the closing date of this position at any time.

## Salary Range and Job Type

Salary Range is \$65K to \$75K based on experience and education

Full-time with health, dental and vision coverage

Travel allowance and paid sick time

Two week's paid vacation after 1 one year.

**Equal Employment Opportunity Statement:**

First Tee –Central Valley 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.