



Fundraising Assistant

TITLE: Fundraising Assistant

REPORTS TO: Director of Development

DIRECT REPORTS: Event Volunteers

ESSENTIAL FUNCTIONS

Fundraising

- Assists in developing and adhering to budgets
- Create and implement social media and marketing campaigns and post event surveys for all fundraising based programs and events
- Provide support to a range of fundraising and promotional events – including planning, logistics and day of support, securing sponsors, selling tickets, recruiting volunteers, and securing auction items
- Administer data inputting in donor database, run reports and create data queries as necessary
- Organize and design creative for all fundraising events. (EX: Hole Signs, Sponsors Signs, Banners)
- Assist with the research of potential fundraising opportunities, including new funders, sponsors and donors, using a range of resources
- Ensure all relevant information about supporters and potential supporters is promptly and accurately recorded in Boomerang
- Serve as an advocate and role model for The First Tee in the community
- Work with local golf club staff to help organize fundraisers and special events. (EX: #PLAYDAY, Affiliates)
- Assist with day-to-day administration of donations, corresponding with donors (stewardship) & fundraisers by email, letter or over the phone, providing them with advice and support where necessary
- Process & fill Tour Card orders
- Assist in coordinating staff and volunteers for events

Programming

- Assist in coordinating special event needs of participants, families, coaches, and/or volunteers with program staff
- Coach as needed in First Tee Program
- Assist in collecting participant, family, alumni, coach, and volunteer stories
- Assist with social media and marketing campaigns for chapter programming
- Become proficient with all chapter technology platforms
- Assist with maintaining and updating chapter website

- Speak publicly about First Tee - North Florida at meetings/events with potential funding sources to raise awareness of FTNF's mission, goals, and financial needs
- Organize and design creative for chapter branding needs

EDUCATION AND EXPERIENCE REQUIRED

Qualification Requirements

- Bachelor degree or higher
- Preferred experience in organizing and planning special events
- Flexible work schedule
- Proficient in Adobe Creative Suite
- Strong attention to detail and focus on accuracy
- Very comfortable with all types of technology and innovative ways of engaging with individual donors
- Energetic, creative and can-do approach
- Good problem-solving skills at a practical level
- Engaging personal skills both face to face and on the telephone
- Strong written skills to support donor management and 'customer care
- Flexible, willing and able to turn their hand to multiple different tasks as the work requires.

Physical Requirements: While performing the duties of this job, the Fundraising Assistant must be able to: have visual and hearing acuity: have mobility, speaking, writing, analytical reasoning skills and manual dexterity, the ability to lift (50) pounds, high energy to perform and complete tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: May spend time indoors, in a controlled environment, and outdoors in an uncontrolled environment with moderate to high noise levels. The work schedule is non-traditional and does require weekends and holidays. The individual must be able to travel within the chapter service area as required.

CORE COMPETENCIES; Characteristics and Skills Required: Adaptability, Communications, Dependability, Planning & Organization, Quality, and Teamwork

Additional Details: The Fundraising Assistant is an entry level full-time position averaging 40 hours a week. Holidays and weekends will be required at times. All employees are required to complete an annual background check and remain Safesport Compliant. Compensation is based on experience.

To Apply: Please submit a cover let and resume to our Director of Business Operations at amber@firstteenorthflorida.org