



**Job Description**  
**Development Manager**

**Job Summary**

The Development Manager is responsible for planning, organizing, and directing all of First Tee — Southern Colorado’s fundraising, including grant writing, individual donor giving, corporate solicitations, and special event coordination, as well as assisting with marketing and communications activities. The manager will report to the Executive Director and will work closely with the Board of Directors in all development and fundraising endeavors. The Development Manager will be a highly visible member of the community, representing First Tee — Southern Colorado throughout the service area.

The ideal candidate for this position must be service-oriented, possess outstanding communication skills, strong interpersonal and organizational skills, an optimistic ‘can do’ attitude, and a self-starter who can take initiative within the priorities of the strategic plan. Join a growing organization of engaged and committed professionals who like to work hard and play hard while working toward shared goals.

**Reports to:** Executive Director

**Employment Status:** Full Time, Exempt

**Key Responsibilities**

Fundraising, Grant Writing and Events

- Collaborate with the Executive Director to create a comprehensive development strategic plan in accordance with organizational goals, mission, philosophy, and best practices
- Work closely with the Executive Director, and Board of Directors to identify, cultivate, solicit, and steward existing and new donor relationships (individual, corporate, and foundation) with the intent of sustaining and increasing the relationship with the donor
- Grow a major gifts program including identification, cultivation, and solicitation of major donors
- Increase, strengthen and diversify the organization’s funding sources
- Coordinate direct-mail campaigns, gift acknowledgment letters, thank you notes, new donor letters, and make thank you calls, etc.
- Oversee the tracking, research, writing, and submissions of grants as well as all required grant reports and documentation, in partnership with the Executive Director
- Develop relationships with current and prospective foundations
- Plan, organize, and execute current and future fundraising activities and events to include budgeting, marketing, and communication
- Solicit sponsorships and donations from individuals, corporations, and foundations for fundraising activities and events and manage correspondence with them about events
- Attend all First Tee — Southern Colorado events, including occasional weekends and evenings
- Identify and recommend additional fundraising event opportunities
- Conduct oversight of the donor database (Donor Action) including inputting prospective, new and current donor contacts
- Ensure database accuracy and design internal procedures to best leverage donor data
- Compile and maintain mailing lists related to fundraising

- Understand and research data trends in fundraising

#### Community Involvement

- Represent First Tee – Southern Colorado through business networking opportunities/events in order to support the organization and cultivate donors
- Organize and host information booths at student, community and non-profit events to promote chapter programming opportunities and events
- Help increase awareness of the organization thru speaking opportunities with civic groups, schools, other organizations, churches, businesses, etc.

#### Marketing and Communications

- Assist with the overall marketing of the organization, including social media, to the community by creating and implementing execution of external communications that grows awareness, youth participation, and volunteer involvement while driving new individual and corporate donor dollars
- Assist in developing, managing, and maintaining media relationships and partnerships

Other duties as assigned by the Executive Director

#### **Minimum Qualifications**

- A strategic planner with high attention for detail and effective time management is essential along with the ability to multi-task
- Experience developing, organizing, and executing fundraising programs/campaigns, initiatives, and events
- Highly professional demeanor
- Strong oral and written communications skills
- Ability to handle complex and difficult situations with thought and confidence
- Have the desire to get out of the office and build external relationships
- Ability to work well independently and collaboratively within a team environment
- Ability to work occasional evening and weekend hours, flexible schedule when these obligations are necessary
- Able to travel to attend events, academies, regional and annual meetings
- Ability to lift 30 lbs. and perform physical activities which are common with event management
- Must be willing to complete and able to pass background check, drug screen and Safe Sport training

#### **Preferred Qualifications**

- Already established relationships with regional media outlets
- Knowledge of the regional philanthropic community, already established relationships within that community
- Past experience in marketing and communications
- Experience in non-profit organizations is a plus

**Compensation:** \$48,000-\$55,000

**Benefits:** Performance-based bonus opportunity; vacation, holiday and sick leave benefits; medical and dental coverage; participation in IRA retirement plan

**Location:** Colorado Springs

**To Apply:** Email your cover letter and resume to [sandy@firstteesoco.org](mailto:sandy@firstteesoco.org)