



## Community Engagement & Development Director

First Tee – Sandhills is a youth development organization that strives to positively impact the lives of young people by providing educational programs that build character and instill life-enhancing values through the game of golf at in-school and after-school programs.

### Position Summary

The Development & Community Engagement Director is responsible for planning, implementing, and executing annual fundraising, cultivation and prospecting activities for First Tee – Sandhills. These activities may include, but are not limited to the growth of corporate partnerships and their engagement in our mission, special events, community mixers, co-branded partnerships and engagements with community minded organizations. Individual will also oversee execution of all philanthropy related marketing and communication. And, in conjunction with the Executive Director, will support the overall strategic plan and development goals.

### Requirements

- Bachelor's degree from an accredited college
- Minimum of two (2) years of experience in special events, community partnerships, philanthropy or related field
- Proficient computer skills in Microsoft Office platforms, Google Drive, Database Management
- Responsible and personable, holding self and others accountable to ensure execution of events and activities
- Engaging with others, building sustainable partnerships and relationships
- Exceptional organizational and time management skills; ability to multitask
- Able to work evenings and weekends as needed for execution of roles and responsibilities
- Experience with marketing and design tools such as Canva and/or Adobe is a plus
- Knowledge or interest in the game of golf is preferred but not required

### Area of Focus

- Fundraising & Community Events
- Corporate Partnerships
- Misc. Philanthropy Opportunities
- Brand Awareness & Messaging to Stakeholders

### Responsibilities

Together with the Executive Director and Board of Director committees, help execute the annual fundraising goals by,

- Establishing revenue goals tied to multi-year strategic priorities in line with budgetary growth needs while strengthening and diversify funding sources
- Strategizing, Planning and Managing all Fundraising Events and their execution:
  - Track metrics tied to all events, including attendance, budget (planned vs. actual), marketing materials and attendee messaging (pre and post event)
  - Collaborate on seeking out new fundraising events and opportunities
- Primarily responsible for the overall growth of corporate sponsorship and engaging those sponsors in the mission of First Tee – Sandhills
  - Identify and build a list of corporate and small business targets in the Sandhills region
  - Initiate sponsorship and funding opportunities that support business and First Tee goals
  - Create corporate engagement processes that builds relationships and encourages corporate involvement beyond financial donations
- Assumes responsibility for fundraising efforts in non-traditional markets such as auctions and raffles by identifying opportunities, scheduling on calendar and obtaining items for auction and acquiring donations

Development and Community Engagement Director will enhance relationships between First Tee – Sandhills, its families, funders and stakeholders by,

- Participating in public speaking engagements on behalf of FTS and represent organization at events, meetings and forums
- Supporting follow up and stewardship correspondence to board members, donors and event participants
- Developing and nurturing relationships with stakeholders
- Assisting in follow up with potential donors
- Encouraging and supporting board members in the cultivation process and act responsively in assisting in their efforts

While keeping an eye on quality review and best practices by,

- Implementing a structured reporting process for events, fundraising and community development to assess effectiveness of activities and aides in ongoing strategic planning
- Continually expanding network of resources, donors and community organizations to ensure ongoing growth

**Incentive Metrics & Goals** (reviewed, modified and approved by Executive Director)

- % Capacity at First Tee – Sandhills led Special Events
- % Increase in Corporate Partners and Total Dollars Generated
- # of New Prospects to Database
- # of New, First Time, Individual Donors
- Total # of Annual Fund Donors

**Salary Range and Job Type**

- Hourly Pay will commensurate with experience
- Projected hours will range between 24 – 34 hrs/week
- Staff clothing allowance
- Business travel mileage reimbursement
- Cell phone stipend

**How to Apply**

Applications must be submitted in a .pdf format. To be considered, they must include the following:

- Cover Letter & Resume
- Three (3) References with a direct tie to experiences on your resume from the last four (4) years. References may not be family members. Please include the following for each reference: Full Name, resume experience of association, best phone number, and email address.

**Contact Information**

Courtney Stiles, Executive Director  
cstiles@firstteesandhills.org | 910.255.3035