



Position

Development Director, First Tee – Upstate South Carolina

Reports To:

Executive Director, First Tee – Upstate South Carolina

Organization

First Tee – Upstate South Carolina creates 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 – Upstate South Carolina 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 golf courses, schools and youth centers throughout the Upstate of South Carolina.

Position Summary

The Development Director will include fundraising, public relations, developing and maintaining relationships with First Tee corporate partners, grant-writing, budgeting, developing marketing and promotional materials, coordination with Chapter staff, implementing new initiatives, Board relations, record-keeping and other financial and administrative duties.

Roles and Responsibilities

- In collaboration with the Executive Director and Board, develop and implement a fundraising plan that addresses the needs of the organization as identified in the Strategic Plan.
- Build programs and campaigns designed to meet and exceed benchmark goals across individual giving, grant support and event fundraising.
- Increase, strengthen and diversify the organization's funding sources.
- Work with the Executive Director to create, manage and execute the Grant Calendar.
- Engage in direct donor solicitation as appropriate and most effective with the support of the Executive Director and members of the Board of Directors.
- Take the lead role in the development of marketing and other collateral materials as well as social media campaigns to promote and support fundraising campaigns.
- Cultivate and strengthen relationships with area businesses, corporations, foundations, and other community-based organizations.
- Understand and research data trends in fundraising
- Donor Management Tracking and Support: Oversight of eleo CRM (Donor Database) and Donor Management of mass email communications through MailChimp:

- 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 Event Committees
 - Empowering event Chairs and Committees to administer events
 - Oversight of the fundraising software platforms including Harness, PledgeIt and GiveSmart including:
 - Inputting of the event information and tracking of donations back into donor management systems eleo and MailChimp
- Communication through Social Media/Web Site/Email Communication:
 - Oversight of the execution of the marketing communication strategy including:
 - MailChimp, Word Press and all platforms of social media.
- Lead Non-Coaching Volunteer Program:
 - Assist in the recruiting, communicating and tracking of event volunteers
- Attend all First Tee — Upstate South Carolina events, including occasional weekends and evenings
- Other duties as assigned by Executive Director and Board of Directors

Community Awareness

- Prepare press releases
- Develop and maintain special media relationships and partnerships
- Deliver presentations to area service groups about the value of First Tee
- Network within the Upstate
- Provide assistance to the Chapter with strategic marketing/planning committees
- Communicate with and submit documentation as required by First Tee HQ
- Network with other Chapter colleagues and exchange best practice ideas

Qualifications

- Bachelor's Degree preferred
- Possess strong time and fiscal management skills
- Excellent computer skills and familiarity with Excel, Word, PowerPoint, Canva and donor database management programs.
- Strong technical skills and digitally savvy
- Demonstrates exceptional communication skills
- Charismatic, personable, and motivational in working with youth, parents, donors, volunteers, and board members
- Able to travel in order to attend training sessions and meetings
- Ability to lift 30 lbs. and perform physical activities which are common with event management
- Ability to work occasional evening and weekend hours, flexible schedule when these obligations are necessary

Additional Details

- Duties, responsibilities and activities may change and new ones may be assigned at any time with or without notice
- Hiring will be subject to completion of successful background check and SafeSport Training

Salary Range and Job Type

- Compensation range of \$50,000 to \$65,000 dependent on preferred qualifications met
- Bonus based on yearly performance goals
- Health, Dental and Vision Insurance
- Retirement benefits
- 10 Paid Vacation Days plus Major Holidays Off including New Year's Day, MLK Jr. Day, President's Day, Easter Monday, Memorial Day, Juneteenth, July 4th, Labor Day, Thanksgiving and the day after, Christmas through New Year's Eve
- Monthly Cell phone stipend - \$50 per month
- Mileage reimbursement
- First Tee – Upstate South Carolina clothing provided
- PGA or LPGA Dues, education, meetings and tournament fees covered

To Apply

- Please submit a cover letter detailing your experience related to the role, responsibilities and qualifications, along with your resume and three references in PDF format to Michael Pius, PGA Executive Director at mpius@firstteeupstate.org.

Equal Employment Opportunity Statement:

First Tee – Upstate South Carolina 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.