



**POSITION TITLE:** Development Director

**DEPARTMENT:** G&A

**SUPERVISOR:** CEO

**FLSA STATUS:** Exempt

### **Mission**

Deliver a targeted curriculum of golf and character development, life skills, academic support, higher education, mentorship, and career development.

### **Vision**

At First Tee — Monterey County, we're providing youth of all backgrounds an opportunity for a brighter future.

### **Position Summary**

The Director of Development oversees, plans, and directs all aspects of the organization's fundraising and resource development strategies. Responsible for identifying, cultivating and soliciting funding, business development resources, donations and/or giving campaigns from individuals, foundations, corporations, and governments to meet the funding needs of the organization.

### **Duties and Responsibilities**

Under the direct supervision of the CEO

- Develop goals and strategies to secure philanthropic support for the agency's fundraising goals, annual giving campaigns, and community resource development.
- Cultivates relationships with target sponsors and donors to support fund development.
- Secures funding resources through current and future community partners and community investors.
- Plans and implements marketing programs and special events in collaboration with the marketing department to maximize donor engagement and community sponsorship.
- Maintains relationships with donors, community partners, and community investors to obtain ongoing annual support of Future Citizens Foundation.
- Develops, implements, and oversees fundraising strategies and programs to ensure fundraising goals are being achieved.
- Closely monitors and evaluates all fundraising activities/programs to ensure all processes and steps in the program are within the established guidelines
- Leads and manages fundraising and/or annual giving campaign portfolio and/or database.
- Analyzes data to ensure fundraising programs are growing annually and generating revenue to support the organization's mission.

- Develops and manages timelines for various fundraising and resource development activities to ensure critical fundraising processes are carried out in a timely manner.
- Responsible for preparing well-written meeting briefings, strategy documents, and solicitation proposals to support the organization's fundraising goals and mission
- Responsible for creating and managing fundraising budgets.
- Comply with all Future Citizens Foundation's policies, procedures, safety and security regulations.
- All other duties as assigned.

**Compensation DOE**

- \$85k - \$95k

**Required Experience**

- At least 3 years in a fundraising role or related position.
- At least 3 years working in a non-profit.

**Education**

- Bachelor's Degree or higher from accredited school preferred.

**Other Qualifications**

- Successfully pass criminal background check
- Successfully pass TB and Drug Screening
- Possess an appropriate California Driver License with a driving record acceptable to First Tee – Monterey County

