

**Position Title:** Philanthropy Director

**Reports To:** Executive Director

**FLSA Classification &**

**Position Type:** Exempt / Full Time



## ORGANIZATIONA & JOB SUMMARY

First Tee – Greater Charleston (FTCHS) is a youth development organization that uses the game of golf and its inherent values to shape the lives of young people from all walks of life. We are strengthening the character of the community by providing programs that build resilience in our youth, teach critical life skills, and provide caring adult supervision in a safe environment through the game of golf.

The Philanthropy Director is responsible for all aspects of charitable giving to FTCHS, to include strategy, research, cultivation, solicitation, stewardship, and retention. This position will lead the development efforts, in conjunction with the Executive Director, to support FTCHS's vision, mission, and values.

## ESSENTIAL FUNCTIONS & CORE RESPONSIBILITIES

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by position. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the core functions.

- Develop and meet **organizational needs** and **goals** via a comprehensive fund development strategy, which includes major gifts, corporate/individual sponsorships, giving societies, and the use of fundraising campaigns
- **Manage a portfolio** of 150+ current donors focused on stewardship and retention
- Proactively seek **new funding opportunities** through cultivation, solicitation, and stewardship of donor prospects already in place
- In concert with communications leadership and overall strategy, help create an external **communications plan** and fundraising materials, including a formal **case for support** and multiple expressions of the case to use for various audiences
- **Coordinate, educate, and inspire** involvement of the Board of Directors, Development Committee, and when appropriate, fundraising task forces & working groups
- Proven **creativity** and **resourcefulness** around fundraising and sponsorships



- Develop healthy and productive relationships with all stakeholders, board, staff and volunteers to grow the **internal culture** and **commitment to philanthropy**
- In conjunction with **donor relations team**, maintain and manage **donor database**
- Support all **capital campaign** efforts in conjunction with the Executive Director

## **JOB REQUIREMENTS & QUALIFICATIONS** (*education & experience*)

- A strong commitment to the First Tee mission and the kids we serve
- 3+ years proven fundraising development with success in areas such as individual and corporate donations, major gifts, and event-driven fundraising
- Knowledge of planned giving, web philanthropy, and campaign execution
- Highly organized, creative, personable, and self-starter
- Excellent written, verbal, project management, and interpersonal skills
- Computer literate; knowledgeable of donor software, Microsoft Office, and G-Suite
- Ability to play golf a plus but not required

## **WORK ENVIRONMENT, TRAVEL, & EXPECTED WORK HOURS**

This position will work in a traditional office environment with some flexibility to work from home. The position must be accessible for meetings before and after normal work hours, as necessary. Travel within the Charleston, Berkeley, and Dorchester Counties to visit donors and sponsors is required. Typical days and hours of work are Monday through Friday with the occasional evening and weekend as duties demand.

## **COMPENSATION & BENEFITS PACKAGE**

- **Salary commensurate with experience & qualifications**
- Incentive compensation package
- Health, vision, dental, and life insurance paid at 100%
- Health, vision, and dental available for spouse and dependents paid at 25%
- Retirement plan available with a 3% First Tee match
- Cell phone stipend
- Work travel mileage

## **APPLICATION PROCESS**

Email a cover letter, resume, and three references to  
Bucky Dudley, PGA | Executive Director  
[Bucky@FirstTeeCHS.org](mailto:Bucky@FirstTeeCHS.org).

