



First Tee - Orange County

Part – Time Fundraising Support Coordinator

Job Description

First Tee Overview

For more than 26 years, First Tee has been using the platform of golf to provide innovative and experiential learning opportunities for young people. Character education and long-term life skills are at the heart of our programs, which are delivered by coaches who have been trained in positive youth development. The First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs. By engaging young people in a combination of life skills, leadership, and golf activities, they are also exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee offers character education programs at golf courses, elementary schools, and youth centers in 150 chapters in all 50 states and internationally.

Chapter Overview

First Tee - Orange County was established in 2013. We are more than a sports program. We shape the lives of young people throughout communities in Orange County providing character building and life skills lessons while promoting healthy habits through the game of golf. To date, we have served over 32,000 youth in Orange County. To learn more about First Tee - Orange County, visit our website at <https://firstteeorangecounty.org>.

Mission Statement

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

Reporting Structure

The Fundraising Support Coordinator will report to the CEO.

Job Summary

The Fundraising Support Coordinator role will support the total lifecycle of donor management, activities related to fundraising, chapter events, and administrative support of the chapter. He/she works collaboratively with the employees, volunteer staff of the Chapter, as well as the Board of Directors, HQ contacts, donors, and community representatives.

Ideal Candidate

The Orange County Chapter of First Tee seeks candidates who are strong leaders with outstanding communication and interpersonal skills; high energy, with a "can do" attitude; proactive and flexible in an environment of change, a critical thinker, customer service friendly, and solution oriented. The ideal candidate will have a high level of integrity who lives the nine core values of First Tee, will be passionate about youth and enjoys working with staff, a volunteer community, participants, and their families. The ideal candidate will work collaboratively and partner closely with the CEO with achieving chapter key initiatives and organization benchmarks.

Roles and Responsibilities

- Donor Management Tracking and Support: Oversight of the Givesmart platform which includes event software, text to give campaigns and the CRM (Donor Database) Including 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 the Givesmart fundraising software including inputting of event information, tracking of donations/receipts/donor recognition. Support the administration and project management of fundraising events and the activities associated with the entire Givesmart platform.
- Event Execution: Assist in the planning and execution of chapter fundraising events.
- Grant Calendar Management: Responsible for building and maintaining grant calendar each year and tracking/reporting grant related activities to the CEO. May be called to assist with grant submittal processes.
- Administrative Duties: Provide administrative support to the executive team; answer and direct phone calls, emails, and other inquiries; prepare and distribute correspondence and reports; schedule and support the administrative needs of the executive team. Coordinate the logistics and needs of chapter meetings; organize office supplies.
- Duties as assigned & needed

Qualifications

- Bachelor's Degree preferred
- Excellent computer skills and familiarity with Excel, Word, PowerPoint, Salesforce, and other database management/CRM programs. Givesmart experience preferred
- 1-2 years prior development, fundraising, or event management experience
- Strong technical skills and digital savvy
- Demonstrates exceptional communication skills
- Charismatic, personable, and motivational in working with youth, parents, donors, volunteers, and board members
- Lives in Orange County preferred

Additional Position Criteria

An excellent command of the English language, both verbally and written, is required.

The individual must also successfully complete a Safe Sport pre-employment background check and training

Position Location

The is a hybrid position based in Anaheim, CA.

Employment Status

Part Time, Non-Exempt Position (20-30 hours/week)

Compensation

The Compensation is commensurate with experience and qualifications with a range of \$25.00-30.00/hour.

Please submit your resume, compensation history and other relevant information to HR@thefirstteeoc.org.
No phone calls please.