



Position

Development Director, First Tee – Los Angeles

Organization

First Tee – Los Angeles is dedicated to fostering character development and empowering children to navigate life's challenges with resilience. Through the seamless integration of golf and a life skills curriculum, the organization provides active learning experiences that cultivate inner strength, self-confidence, and adaptability. These character education programs are accessible at numerous golf courses, schools, and youth centers across the community.

Position Summary

- The Development Director (DD) will be primarily responsible for planning, organizing, and directing all of First Tee – Los Angeles's fundraising including, the major gifts program, annual fund, planned giving, special events, and capital campaigns.
- The DD will report to the President and will work closely with Board of Directors in all development and fundraising endeavors.
- The DD will be a highly visible member of the community, representing First Tee – Los Angeles throughout the service area. S/he will embody the First Tee's strong commitment to its youth and will promote the organization throughout the community.

Key Criteria for success of the role include:

Achieving strong fundraising success through a robust development program, including expanded engagement with individuals, corporations and foundations.

Responsibilities

- By working closely with the President, and Board of Directors identify, cultivate, solicit, and steward contributed revenues to support the organization while also activating key partners and volunteers to provide meaningful assistance.
- Establish revenue goals tied to strategic priorities and share quantitative progress assessments.
- Creative, donor-centric stewardship is to be complemented by relationship and mission-based acquisition of new donors of all levels, including major donors with the capacity to retain major gifts.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.

- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fund raising special events.
- Oversee prospect research.
- Make public appearances/accept speaking engagements to share information about First Tee – Los Angeles with the community.
- Staff Board Development Committee meetings.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other fundraising staff.
- Oversee the creation of publications to support fundraising activities.
- Maintain gift recognition programs.
- Demonstrate professional conduct at all times.

Other duties as assigned by the President

Qualifications

- Commitment and passion for the mission and purpose of First Tee – Los Angeles
- Three years of successful fundraising experience
- Adherence to the standards of conduct and involvement established by First Tee
- Exceptional communication, interpersonal relations and organizational skills
- Charismatic, personable, and motivational in working with youth and volunteers
- Ability to travel to meet with prospects and donors.
- Exceptional time management skills and ability to multi-task

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume to info@firstteelosangeles.org

Closing date for this position is 4/1/2024. First Tee – Los Angeles has the right to accelerate or extend the closing date of this position at any time.

Salary Range and Job Type

Compensation will be commensurate with experience

Equal Employment Opportunity Statement:

First Tee – Los Angeles 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.