



## **First Tee – Orange County Events & Donor Stewardship Manager**

### **First Tee 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 through the game of golf. To date, we have served over 34,000 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 and instill life-enhancing values through the game of golf.

### **Reporting Structure**

The Events & Donor Stewardship Manager will report to the Chief Executive Officer (CEO)

### **Position Location**

This position based at FTOC's Office, Laguna Hills, CA

### **Employment Status**

Full Time Exempt Position

### **Job Summary**

The Event & Donor Stewardship Manager supports the organization's strategic and fundraising goals by serving as the lead for the fundraising events, and mid-level donor relationships to advance the organization's mission. This is a new role and will serve as an ambassador for First Tee – Orange County at network events, and any speaking opportunities to present First Tee – Orange County. This position is a part of the organization's senior leadership team working to increase donor giving, donor engagement, and donor retention. In a growing and fast paced environment, the results-driven Events & Donor Stewardship Manager is responsible for identifying, securing, and stewarding mid-level donors and event sponsors to meet annual funding needs. The ideal candidate engages donors through the creation of communication content, data sharing, and storytelling that inspires others to support the mission.

### **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 core values of First Tee, passionate about youth and enjoys working with staff, a volunteer community, our Board of Directors, and our participants. The ideal candidate will work collaboratively and partner closely with other departments and with the CEO to achieve chapter fundraising & donor stewardship initiatives and organization benchmarks.

## **Roles and Responsibilities**

### **Event Management:**

- Strategically plan, execute, and evaluate annual fundraising events.
- Project manage and lead all aspects of events including logistics, budget, timeline, vendors, guests, and staff/volunteer engagement.
- Utilize Givesmart Fundraising Tool to create and execute digital fundraising campaigns, managing the financials of the event, and guest logistics and information.
- Create and implement a sponsorship package for each event.
- Secure sponsorships and serve as primary sponsor relationship manager.
- Recruit and inspire volunteer committee members, staff, and volunteers to assist with the planning and execution of each fundraising event.
- Partner with marketing in the development of collateral and marketing efforts to promote each fundraising event.
- Partner with Director of Business Operations in managing the budget, expenses, and incoming revenue.
- Research and share best practices with other First Tee chapters and non-profits of fundraising strategies and new event trends to increase event revenue and elevate the guest experience.

### **Donor Stewardship:**

- Develop a comprehensive annual plan to identify, cultivate, engage, and steward donors to motivate giving.
- Personally engage, solicit, and deepen relationships with mid-level donors and sponsors through class observations, meetings, marketing materials, and donor experiences.
- Along with the CEO, enhance and manage donor/sponsor stewardship programs.
- Develop strategies to identify donor prospects, engage new donors, and grow annual giving revenue.
- Assist in the development and implementation of department procedures and practices to increase department efficiencies, accuracy of records and database, and achievement of fund development goals.
- Complete the donor gift entry and acknowledgement process to ensure accurate gift recording, timely gift acknowledgment, and management of donor records through the Givesmart CRM.
- Support in development of annual fundraising goals and department budget.
- Produce monthly fund development dashboard and event/campaign reports to track and analyze fundraising progress against annual goals.
- Support in the development of fundraising appeals and collateral materials in partnership with our marketing team.
- In partnership with the CEO and Board of Directors, cultivate relationships with current and potential donors and execute solicitation and stewardship plans to ensure meaningful and sustainable relationships. Meet regularly with current and potential donors to engage them with the organization's mission.
- In collaboration with the CEO and board fundraising committee, plan and spearhead strategic development plans and tasks necessary to reach the chapter's donor generated revenue targets.
- Serve as an energetic and articulate spokesperson in the Orange County communities.
- Utilize Givesmart Suite of products to maintain accurate and up-to-date records on donors and prospects. Present reports and analysis as needed on fundraising progress and effectiveness.
- Coordinate with the CEO, board of directors, and fundraising committee to obtain sponsors and donations for fundraising events.
- Assist with solicitations for in-kind contributions for fundraising and programming events.
- Assist with programming events & activities.
- Other duties as assigned

## Qualifications

- Passion for First Tee – Orange County's mission.
- Bachelor's degree preferred
- Minimum 3 years of professional experience with demonstrated success in a development, fundraising, and event role.
- Ability to link organizational objectives to fund development & donor stewardship goals
- Proven ability to engage and inspire a wide range of donors; tangible experience building and cultivating effective long-term individual, corporate, foundation, and organizational relationships
- Strong planning, project, and time management skills; established ability to meet deadlines and keep accurate records.
- Creative self-starter with established ability to manage multiple tasks and projects simultaneously.
- Excellent oral and written communication skills with an excellent command of the English language; comfortable speaking in large group settings. Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- High energy and positive demeanor; a team player who will motivate and collaborate with staff, board members, donors, volunteers, and other key stakeholders.
- Experience with budgeting and fundraising campaign management; experience in a leadership role preferred.
- Management experience of direct reports preferred.
- Understanding of regulations regarding charitable giving, principles and practices of nonprofit fundraising while maintaining confidentiality of donor information.
- Donor database experience is expected and Givemart product knowledge a plus
- Proficient at MS Office applications; and digital savvy
- Available to work occasional evenings, weekends, and early mornings.
- High level of creativity, innovation, and attention to detail
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to type, file, or lift office supplies up to 20 lbs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- Must pass a full background check and Safe Sport training as a part of the pre-employment process.
- Residency in Orange County, California preferred

## Compensation

The Compensation is commensurate with experience and qualifications.

Salary Range: \$65,000-\$75,000

Please submit your resume, compensation history, and other relevant information to:

[HR@thefirstteeoc.org](mailto:HR@thefirstteeoc.org)

*No phone calls please.*