

Position Title: Gift and Data Manager

Reports To: Philanthropy Director

FLSA Classification &

Position Type: Exempt / Full Time



ORGANIZATION & 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 Gift and Data Manager is responsible for designing and managing the organization's data systems, including creating processes and policies and ensuring data is organized, stored, and secure. This role will involve processing, acknowledging, and auditing all charitable gifts to the organization.

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.

- Manage day-to-date data entry, organization, and collection
- Enter all offline donations into Bloomerang CRM, produce timely receipts
- Manage and maintain existing foundation grants
- Data migration from Venmo and Stripe platforms
- Manage and process event registrations and forms
- Assist with audience management to ensure communications are tailored to giving history/event participation
- Additional administrative duties as assigned

JOB REQUIREMENTS & QUALIFICATIONS (*education & experience*)

- A strong commitment to the First Tee mission and the kids we serve
- Experience in CRM Management (Bloomerang, Salesforce, or Blackbaud)
- Detail-oriented and highly organized
- Creative problem solver
- Have a positive, can-do attitude, willing to tackle new and daily challenges
- Punctual and self-starter

- Excellent written, verbal, project management, and interpersonal skills

WORK ENVIRONMENT, TRAVEL, & EXPECTED WORK HOURS

This position will work in a traditional office environment 2-3 days a week with the flexibility to work from home the remainder of the time until a future learning center is built upon which the schedule may be re-evaluated. The position must be available for meetings before and after normal work hours, as necessary.

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 Conor O'Rourke | Philanthropy Director
Conor@FirstTeeCHS.org.

