



Position: Fund Development Director

Supervisor: Executive Director

FLSA Status: Full Time, Salaried, Exempt, \$48,000 - \$52,500

Position Summary: The Fund Development Director oversees, plans, directs, and manages all aspects of the organization's fundraising and resource development strategies. Responsible for identifying, cultivating and soliciting funding, business development resources, donations and/or giving campaigns from individuals, foundations, corporations, and governments to meet the funding needs of the organization.

ESSENTIAL FUNCTIONS:

Budget and Planning:

- Design and implement a comprehensive development plan to include marketing, fundraising, public relations, special events/activities, grants, and planned giving.
- Establish an annual budget and long-term goals for First Tee – Central Florida's Development Plan.
- Collect metrics, create, and deliver regular reports on development budget, related financials, and development activities.
- Develop goals and strategies to secure philanthropic support for the chapter's fundraising goals, annual giving campaigns, community resource development, and in the near future, capital campaign.
- Analyze data to ensure fundraising programs are growing annually and generating revenue to support the organization's mission.
- Develop and manage timelines for various fundraising and resource development activities to ensure critical fundraising processes are carried out in a timely manner.
- Responsible for preparing well-written meeting briefings, strategy documents, and solicitation proposals to support the organization's fundraising goals and mission.

Fundraising:

- Design, implement and/or maintain a structured fundraising program as an aspect of First Tee – Central Florida's overall program and as economic resource development.
- Maintain knowledge about the external environment as it relates to non-profit organizations, The First Tee, and the golf industry. Aggressively seek new corporate, foundation and individual funding sources and maintain relationships with current/past donors.
- Identify potential funding resources for future capital campaign.
- Develop, implement, and oversee fundraising strategies and programs to ensure fundraising goals are being achieved.
- Closely monitor and evaluate all fundraising activities/programs to ensure all processes and steps in the program are within the established guidelines.
- Lead and manage fundraising and/or annual giving campaign portfolio and/or database.

- Properly process and record all prospects, asks, and gifts and coordinate with Finance Manager for donor database implementation.

Marketing:

- Maintain ongoing contact with First Tee – Central Florida’s staff regarding programs and plans. Examine and collaborate ways to package and market these programs to philanthropic supporters.
- Plan and implement marketing programs and special events to maximize donor engagement and community sponsorship.

Special Events:

- Speak publicly about The First Tee – Central Florida at meetings/events with potential funding sources to raise awareness of our chapter’s mission, goals, and financial needs.

Public Relations:

- Develop constructive, cooperative and effective working relationships with individuals outside the organization.
- Cultivate relationships with target sponsors and donors.
- Maintain relationships with donors, community partners, and community investors to obtain ongoing annual support of First Tee – Central Florida.
- Promote First Tee’s mission by modeling First Tee core values and adherence to the First Tee Code of Conduct.

Other Qualifications:

- Successfully pass criminal background check
- Comply with all First Tee – Central Florida’s policies, procedures, safety and security regulations.
- Possess an appropriate Florida Driver's License with a driving record acceptable to First Tee – Central Florida.

Physical Requirements: While performing the duties of this job, the Fund Development Manager must have visual and hearing acuity: have mobility, speaking, writing, analytical reasoning skills and manual dexterity, the ability to lift (50) pounds, high energy to perform and complete tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: May spend time indoors, in a controlled environment, and outdoors in an uncontrolled environment with moderate to high noise levels. The work schedule is non-traditional and does require weekends and holidays. The individual must be able to travel within the chapter service area as required.

CORE COMPETENCIES: Characteristics and Skills Required: Adaptability, Communications, Dependability, Planning & Organization, Quality, and Teamwork

Salary and Benefits:

- Salary Range: Compensation will commensurate with experience.
- Up to \$400 per month health insurance reimbursement
- \$90 per month Cell phone reimbursement
- Personal Time Off is accrued, 2-weeks in the first year.
- Merit Bonus Opportunity.