





We're Hiring: Development & Fundraising Manager

-  **Location:** New Orleans, LA
 -  **Type:** Full-Time, Salaried
 -  **Salary:** \$55,000 – \$70,000 annually, commensurate with experience
 -  **Organization:** First Tee – Greater New Orleans
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About First Tee – Greater New Orleans

First Tee – Greater New Orleans is a youth development organization that empowers young people through the game of golf. By seamlessly integrating golf with life skills education, we create active learning experiences that build inner strength, self-confidence, and resilience. Serving nearly 30,000 youth annually across golf courses, schools, and community centers, we are committed to building game changers in our community.

Position Summary

The Development & Fundraising Manager will lead the planning, organization, and execution of all fundraising and marketing initiatives to support First Tee – Greater New Orleans' strategic goals. This role focuses on donor stewardship, event planning, grant writing, and strategic marketing to increase brand awareness and secure funding necessary for program implementation and growth.

Key Responsibilities

Development & Fundraising:

- Develop and implement a comprehensive annual giving plan, including strategies for donor identification, cultivation, solicitation, and stewardship.
- Build and maintain relationships with donors, sponsors, and community partners.
- Identify, evaluate, and pursue grant opportunities; prepare and submit grant applications; manage reporting requirements.
- Plan and execute fundraising events in collaboration with the Executive Director and assigned committees.
- Collaborate with the Executive Director and Development Committee on fundraising campaigns and events.

Marketing & Communications:

- Develop a communications strategy to share the organization's story and impact with potential donors, supporters, and community members.
- Manage and update all digital marketing platforms, including the website, social media accounts, newsletters, and emails.

- Develop and oversee marketing strategies for all development programs and initiatives, including advertising, collateral materials, e-communications, and social media.
- Ensure marketing effectiveness through quantitative and qualitative analytics.

Administrative & Other Duties:

- Oversee the management of the organization's donor database, ensuring accurate and timely updates.
 - Attend fundraising and appropriate programming events, which may include evenings and weekends.
 - Complete additional tasks and projects as assigned by the Executive Director.
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Qualifications (required and preferred)

- Bachelor's degree in Sales, Communications, Business Management, or a related field.
 - 3–5 years of professional-level fundraising experience in a nonprofit setting, with a proven track record of raising funds and engaging donors.
 - Excellent written and verbal communication skills.
 - Proficient experience developing and executing comprehensive marketing collateral and social media campaign strategies for donor giving and organizational events.
 - Experience using design applications (e.g., Canva, Adobe InDesign, Constant Contact) or similar design and social media tools.
 - Familiarity with donor management software (e.g., Salesforce Nonprofit, Bloomerang, Network for Good) or similar CRM tools are a plus.
 - Proven track record of managing Major Gift fundraising and Capital Campaigns a plus.
 - Knowledge or interest in the game of golf is preferred but not required.
 - This position will require participation in evening and weekend events (approx. 30% of time)
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Benefits Include:

- Bonus Incentive Program
 - 50% employer-paid health, dental, vision.
 - 401(k) plan with up to 3% employer match.
 - 12 paid holidays plus 15 days of Paid Time Off (PTO).
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Ready to Apply?

Submit your resume, cover letter, and three samples of your communication work to perry@firstteenola.org. Applications will be accepted until **Friday, May 11, 2025**.