



Organization: First Tee – Silicon Valley
Position: Development Director
Date: 15 December 2025
Location: San Jose (hybrid schedule: at least 1-2 days in office)
Website: firstteesiliconvalley.org
To Apply: Please send resume and cover letter as one PDF titled, "Last Name – DD Resume" to George Maxe – george@ftsv.org.

Organization

First Tee — Silicon Valley has been creating experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth for 25 years. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Silicon Valley creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at 3 partner golf courses and over 40 schools in a service area of Santa Clara County plus Hollister and southern San Mateo County.

Position Summary

The Development Director (DD) will be primarily responsible for planning, organizing, and directing all of First Tee — Silicon Valley's (FTSV) fundraising including the major gifts program, annual fund, planned giving, special events, and capital campaigns. The DD will report to the President & CEO and will work closely with Board Directors in all development and fundraising endeavors. The DD will be a highly visible member of the community, promoting FTSV throughout the service area. S/he will embody FTSV's strong commitment to youth development. The critical success factors of the role include directing a robust development program with emphasis on major/larger gifts over \$10,000.

Compensation, Benefits & Job Type

- Full-Time, Salaried, Exempt
- Hybrid Schedule – at least 1-2 days working in office
- Compensation Commensurate with Experience
- Full Medical/Vision/Dental Coverage
- Approximately 15 Paid Holidays and 10 PTO Vacation/Sick Days per Year
- Special Perks as Opportunities Arise (e.g., Golf Outings, Dinners, Events, etc.)
- Location – 1401 Parkmoor Ave, Suite 125, San Jose, CA (Operations Office)

Key Responsibilities

Strategic Planning

- Own and manage all aspects of FTSV's development along with President & CEO.
- Serve as the fundraising expert to leadership and management providing the development plan across the organization, including First Tee HQ initiatives.
- Establish and share revenue goals and progress tied to strategic priorities.
- Direct the annual fund program, including messaging and fundraising drives.
- Assist Board with recruitment and coordination of Directors and Ambassadors.
- Develop compelling collateral and publications to support fundraising activities.
- Support company marketing goals by actively engaging with and sharing company-approved content on personal and professional social media channels.

Portfolio Management

- Identify, cultivate, solicit, and steward donors and prospects with a focus on high-net worth individuals while also activating the President & CEO, Board Directors and Ambassadors, key partners, and volunteers for assistance.
- Provide reports and track key metrics on progress to leadership.
- Oversee the ongoing improvement of development operations and systems to support the creation of successful and sustainable fundraising programs.
- Oversee fundraising database, tracking systems, gift recognition, tax letter programs with assigned staff support.

Frontline Fundraising

- Increase and retain total donors (individuals and organizations) year-to-year.
- Proactively meet and communicate with prospective donors and supporters on a continual basis to ensure effective and impactful communications with them.
- Grow a major gifts program, identifying, cultivating and soliciting major donors.
- Oversee grant seeking, including research, proposal writing, and reporting.
- Fundraise for special events and tournaments working with the Marketing Manager on execution and facilitation.
- Direct capital campaigns and other major fundraising drives.
- Build the planned giving program with a focus on deferred and legacy gifts.
- Create Alumni Giving Program in partnership with Program Director/Staff.

Collaboration

- Participate in Board Executive Committee, Director, and Ambassador meetings.
- Collaborate with internal teams to align on fundraising objectives.
- Participate in weekly staff meetings.

❖ Perform other duties as assigned by President & CEO.



Qualifications

- Commitment and passion for the mission and purpose of FTSV
- At least 5 years of demonstrated success in successful fundraising of over \$2M for operations with an established development program, preferably in an organization related to youth development.
- Demonstrated ability to run a capital campaign, secure major/large gifts, and cultivate long-time donors
- Exceptional communication, interpersonal relations and organizational skills
- Exceptional time management skills and ability to multi-task
- Basic Microsoft Office, Excel, Canva computer program skills
- Personable, positive, and motivational in working with others
- Ability to travel to meet with prospects and donors
- Knowledge of golf helpful but not required
- Adherence to the standards of conduct established by FTSV

To Apply

Please submit a cover letter detailing your experience related to the Responsibilities & Qualifications, along with your resume as one PDF titled "Last Name – DD Resume" to George Maxe george@ftsv.org. Closing date for this position is 24 January 2026. FTSV has the right to accelerate or extend the closing date of this position at any time.

Equal Employment Opportunity Statement:

First Tee — Silicon Valley is an equal opportunity employer, valuing diversity, inclusion, and belonging. 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.