

# Development Director

## First Tee Omaha / Hogan's Junior Golf Heroes (FTO-HJGH)

### **Job Description:**

*The Development Director is a strategic leadership role, responsible for driving a comprehensive development program to generate growth and stability of the organization. This position is ideal for a mission-driven fundraising professional with experience in development or demonstrated success in marketing or business development. In conjunction with the Executive Director, you will provide strategic leadership as well as day-to-day management and implementation of fundraising initiatives, capital campaigns, grants, donor relations, events, and major gift fundraising for Omaha and the greater Nebraska community. We are seeking an individual with proven strategic leadership experience, measurable achievements, exceptional communication skills and solid team building skills.*

### **Roles and Responsibilities**

#### **Development:**

- “Embrace our Story” by experiencing all facets of programming
- Generate “high” visibility throughout the community
- Actively pursue any and all funding arteries to include and yet not limited to:
- Solicitation of sponsorships for all events
- Cultivate and develop strong relationships with current and former Board Members
- Generate/utilize First Tee software to “track” all donor activity
- On a weekly rotational basis, meet with a board member and potential donors
- Utilize exemplary “follow thru” with any and all donors---Birthday cards, thank you notes, etc.
- Participate in strategic planning of organization’s strategic goals

#### **Community Outreach:**

- Harmoniously coordinate with Executive Director and implement a concerted “awareness and visibility” plan throughout the community which includes and yet not limited to:
  - Tell the First Tee of Omaha/Hogan’s Heroes story to:
    - Like minded youth development programs
    - Civic and service organizations
    - Educational entities
    - Philanthropic
    - Utilize programming data base to “tell” our story
    - Actively solicit potential Board Members
  - Manage social media accounts

- Manage website

## **Communication/Marketing:**

- Responsible for the content and delivery of all communication to include and yet, not limited to:
  - Announcements and promotion
  - All programming activity
  - Steve Hogan Memorial annual fundraising event
  - Web Site
  - Generate a stronger “social media” presence
  - Bi-monthly delivery via “Constant Contact” to the BOD and will include updates on the following:
    - Development, Programming, Governance, Steve Hogan Memorial, special events, other
  - Coaches, coach training—ensure a detailed job description and proper protocol guidance
  - Contact person at each Programming site
  - Monthly newsletter posted on Web Site
  - Staff reports to BOD on a monthly basis
  - Work in tandem with Executive Director:
    - Programming communication to parents, students and coaches
    - National
    - Solicitation of sponsors for any and all events

## **Complimentary duties and responsibilities:**

- Significantly assist in all facets of registration
- Assist in the recruitment and training of coaches
  - Become a “certified coach”
- Assist with PGA Jr. League, Watson Links, Parent-Child tournament etc.
- Familiar with budgeting process and payroll
- Assisting Executive Director on an as-needed basis