



Position: Director of Development

Post Date: 9/2017

Chapter Name: The First Tee of Cleveland

Salary/Wage: Based on Experience

Location: Cleveland, Ohio

Position Type: Full Time

Job Category: Fundraising

Preferred Education Level: Bachelor's Degree

Career Level: Experienced

Preferred Certification Level: N/A

Job Description

Reporting to the Executive Director, the Director of Development will lead The First Tee of Cleveland's donor acquisition and stewardship efforts. The Director will work closely with the program's staff and Board of Directors to raise funds through individual and corporate giving, grants, and events. The successful candidate will be a thought leader who can execute the duties and responsibilities noted below, possess the qualifications listed, and has an operational impact from day 1. Must have a passion for the mission and vision of the organization.

Preferred Work Experience:

3 or more years of successful new donor acquisition or sales experience.

Responsibilities

- Work with the Executive Director and Board of Directors Advancement Committee to create the annual fundraising plan.
- Generate new donors and income streams incremental to existing revenue sources.
- Meet fundraising objectives by securing new, recurring income from a diverse mix of contributors including individuals, foundations and corporations.
- Grow a sustained base of annual individual donors.
- Helping in Event planning in conjunction with the Events Committee and the Executive Director.
- Leverage support from The First Tee's national headquarters to increase fundraising across select giving channels.
- As a primary fundraising representative for The First Tee of Cleveland, support the chapter's ongoing stewardship, retention and upgrading efforts with all donors.
- Work within Giftworks database for timely acknowledgement of gifts, notes, and donor details.
- May be asked to contribute time and talent as a team player for the organization.
- Model The First Tee Nine Core Values: *Honest, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, Courtesy, Judgment.*

Qualifications

- Bachelor's degree.
- A proven record of success in a nonprofit fundraising role. Depending upon other qualifications, a track record of sales and marketing success in new account acquisition may also be considered.
- Experience researching and writing grant applications preferred.
- Proficient using computers and other standard office technologies.
- Effective communication, interpersonal, presentation, fiscal management and managerial skills.
- Energetic self-starter with the ability to work remotely and independently to achieve aggressive fundraising objectives.
- Willingness to work in a diverse, small office, small team environment.
- Must be able to pass a background check.

Benefits

- Medical Insurance, including Vision and Dental fully paid for an individual. Family coverage is optional at 50% cost.
- Life Insurance
- Vacation and Holiday schedule per handbook.
- A great organizational culture.

Contact Information

Chapter Name: The First Tee of Cleveland

Contact: Patricia LoPresti

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Please submit a letter of interest and resume
by Oct. 20th to the above email.