



Employment Details

Position: Director of Development

Post Date: 5/18/2017

Chapter Name: The First Tee of Atlanta**Salary/Wage:** Based on Experience**Location:** Atlanta, GA**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 Atlanta's new 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.

Preferred Work Experience:

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

Responsibilities

- Work with the Executive Director and Board of Directors Fundraising 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.
- 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 Atlanta, support the chapter's ongoing stewardship, retention and upgrading efforts with all donors.
- Process incoming gifts in a timely manner, including acknowledgement of gifts and entry into the donor database.
- Complete reporting required to support The First Tee of Atlanta's fundraising operations.
- 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 success in new account acquisition may also be considered.
- Experience researching and writing grant applications highly desired.
- Proficient using computers and other standard office technologies.
- Strong 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.
- Must be able to pass a drug test.

Benefits

- Retirement Savings: Voluntary Simple IRA with company match up to 3% upon completion of qualified earning period.

Contact Information

Chapter Name: The First Tee of Atlanta

Job Code: FTADOD17

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To apply for this position, please email your resume to the address above.