



Employment Details

Position: Development Director

Post Date: 2.13.2017

Chapter Name: The First Tee of Greater Knoxville**Salary/Wage:** \$40,000-\$60,000**Location:** Knoxville, TN**Position Type:** Full-Time**Job Category:** Management**Preferred Education Level:** Bachelor's Degree**Career Level:** Experienced in Fundraising and Development**Preferred Certification Level:** n/a**Job Description**

The position will include fundraising, public relations, developing and maintaining relationships with The First Tee partners, grant-writing, developing marketing and promotional materials, coordination with Chapter staff, implementing new initiatives, and Board relations.

Preferred Work Experience: Minimum of 7 years' experience in fundraising and development

Responsibilities

- Write grants for local, state, and national foundations
- Establish mutually beneficial partnerships
- Follow-up with each contributor to continually reinforce the importance of his or her contribution
- Management of donor database
- Manage grantor reports
- Establish and/or collaborate with local golf events to generate revenue for The First Tee
- Establish new events and focus on other ways to generate revenue
- Solicit sponsorships and donations from individuals, corporations, and foundations
- Oversee the development of the business partnership, individuals, and corporate giving campaign
- Develop fundraising brochures and information
- Analyze programs and progress
- Utilize donor database
- Train and support the Board and volunteers in fundraising activities

- Develop and maintain special media relationships and partnerships
- Deliver presentations to area service groups about the value of The First Tee
- Network with other Chapter colleagues and exchange best practice ideas

Qualifications

- Bachelor's degree
- Proficient with computers
- Possess strong time and fiscal management skills
- Demonstrate exceptional communication and managerial skills
- Provide strong fiscal management in all areas of responsibility
- Previous success in working with volunteers
- Experience working with community based organizations
- Able to travel in order to attend training sessions and meetings

Benefits

Paid Sick Leave
Paid Vacation Leave
Health, Vision, and Dental Insurance
Incentives and Bonuses

Contact Information

Chapter Name: The First Tee of Greater Knoxville

Job Code:

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