



## **Job Description Director of Development**

### **Chapter Overview**

The First Tee of Fort Worth is one Chapter of a national/international non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other successful youth development initiatives.

The First Tee of Fort Worth is highly regarded in The First Tee Network as one of the leading chapters. The chapter's home is the beautiful Ben Hogan Learning Center and Practice Facility at Rockwood Golf Course. The capital campaign to build the facility was a \$2,500,000 project and was completed in 2011. A unique program location is also under construction at a local elementary school property with the support of local foundations and the Fort Worth Independent School District. The program annually reaches over 30,000 children in Fort Worth and the surrounding areas through our various program initiatives, operating at 5 golf facilities and over 200 outreach locations. The board recently completed a Five-Year Strategic Plan in 2016 that sets the vision for the chapter through 2020 with key strategic cornerstones of program accessibility and financial security.

### **Mission Statement**

To impact the lives of all young people by providing participation in The First Tee's Life Skills Curriculum and its Nine Core Values through the game of golf, thereby instilling life enhancing values that encourage leadership, build character, foster community service and promote wellness.

### **Reports to**

The Director of Development reports to the Executive Director.

### **Employment Status**

Full Time, Exempt

### **Job Summary**

The Director of Development is responsible for all aspects of fundraising and marketing. The position will include management of a full spectrum of fundraising programs and activities, public relations, developing and maintaining relationships with corporations and foundations, grant-writing, development of marketing and promotional materials and working in collaboration with the board, staff and other stakeholders to build advocacy for the organization in the local community.

### **Duties and Responsibilities**

- In collaboration with the Executive Director and Board, further develop and refine a fundraising plan that addresses the needs of the organization as identified in the Strategic Plan.
- Build programs and campaigns designed to meet or exceed benchmark goals across all areas of fundraising with an overall annual fundraising goal of \$1,000,000 plus.

- Identify, cultivate and solicit donors in the \$10,000 plus range.
- Create and implement a donor stewardship matrix and plan.
- Develop a grant calendar and cultivate resources necessary to research, write, submit and track all grants.
- Engage in direct donor solicitation as appropriate and most effective with the support of the Executive Director and members of the Board of Directors.
- Provide oversight and guidance to all Fundraising Special Events committees. Ensure coordination between Special Event Committee Chairs for the identification and solicitation of event sponsors and other development efforts.
- Collaborate with marketing committee to develop marketing and other collateral materials as well as social media campaigns to promote the vision and mission of the organization.
- Cultivate and strengthen relationships with area businesses, corporations, foundations and other community based organizations.

#### **Desired Competencies**

- Ability to positively and enthusiastically convey a vision and provide leadership in areas of responsibility
- Action oriented and results driven with documented ability to accomplish multiple tasks in a timely fashion
- Demonstrated ability to work in a collaborative, customer focused environment with a diverse group of individuals
- Outstanding listening, verbal, written and presentation skills
- Skilled in networking and developing local corporate and philanthropic community relationships
- Experience working effectively with community based organizations
- A team player who focuses on service above self and maximizing the contributions of others

#### **Preferred Qualifications**

- Minimum of a Bachelor's degree in philanthropic development, marketing or related field
- At least 5 years of successful fundraising, marketing and/or business development experience
- Core values and behaviors that align with the vision, mission and Core Values of The First Tee
- Proficient with technology and database software including Donor Perfect and Microsoft 365
- CFRE certificate and/or membership in professional fundraising organizations

#### **Compensation and Benefits**

- Salary commensurate with experience and qualifications
- Outstanding benefits package including health care, 401k, PTO program, and financial support for educational opportunities relevant to job performance

**Please submit application including cover letter, resume, and list of references no later than 3-15-17 to:**

Kevin Long - Executive Director

The First Tee of Fort Worth

P.O. Box 4767

Fort Worth, TX 76164

Or by e-mail at [klong@thefirstteefortworth.org](mailto:klong@thefirstteefortworth.org)