



Fund Development Coordinator,
Part-time

Desert Recreation District

Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California. Covering over 1,800 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include a golf course and driving range, swimming pools, community and fitness centers, sports fields, various parks and open spaces.

DRD serves 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms and North Shore.

OUR MISSION

Desert Recreation District maintains quality park and recreation facilities; programs and services; and facilitates leisure opportunities so all residents will receive:

- **Personal Benefits** in the form of physical fitness, enrichment, relaxation and revitalization.
- **Social Benefits** in the form of stronger and healthier families; ethnic and cultural harmony; reduced anti-social behavior; and enriched lives for persons with disabilities.
- **Economic Benefits** in the form of more productive and healthier citizens; increased tourism; and contributions to the quality of life sought by business and industry.

OUR VISION

Through a community collaborative approach DRD will be the regional provider of premier parks and recreation services in the Coachella Valley. Ensuring all residents have equitable and barrier free opportunities that contribute to the overall wellness of our communities.

OUR TEAM

The District is governed by a five-member Board of Directors that determines policy. Board members are elected by residents and serve a term of four years. The District's General Manager reports to the Board of Directors and oversees 34 full-time and over 250 part-time, seasonal and temporary team members.



THE COACHELLA VALLEY

Located 100 miles east of Los Angeles, the Coachella Valley is situated in Riverside County in Southern California. Known as the Desert Oasis, the Coachella Valley is bounded on the West by the San Jacinto and Santa Rosa mountains and to the north by the Little San Bernardino Mountains, includes the Chocolate Mountains, and is crossed by the San Andreas Fault.

Comprised of a collection of desert communities, the Coachella Valley offers 360 days of sunshine, boasts 100+ golf courses - more golf courses per capita than anywhere in the world – and has world-class dining and resorts. Known as a key destination and winter playground to vacationers and “snowbirds”, the Coachella Valley provides residents and visitors with a wide range of recreational options that include outdoor activities and annual events that draw interest from around the world.

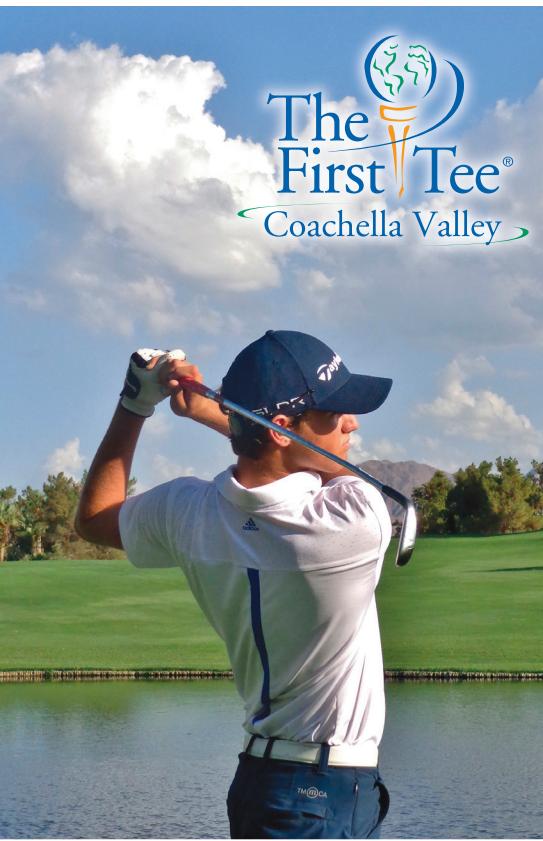
DESERT RECREATION FOUNDATION

Desert Recreation Foundation (the Foundation) is a 501(c)3 non-profit organization responsible for raising funds on behalf of DRD and The First Tee of the Coachella Valley. The nine-member board works with DRD's General Manager to set strategies and fundraising priorities for DRD.

The Executive Director is supported by a 14-member First Tee Board of Directors, a subsidiary of the Foundation, who helps identify and develop relationships for the purposes of fundraising for The First Tee of the Coachella Valley.

THE FIRST TEE OF THE COACHELLA VALLEY

The First Tee of the Coachella Valley, established in 2008 by the Desert Recreation District, 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. The First Tee Life Skills & Golf Experience is the unique component that sets The First Tee apart from many other junior golf programs. Since inception, The First Tee of the Coachella Valley has hosted more than 12,500 young people.

THE GOLF CENTER AT PALM DESERT

The Golf Center at Palm Desert hosts a 9-Hole, Par 3 Golf Course, Driving Range, Chipping and Putting Greens, Lessons and Clinics. Centrally located in the Coachella Valley, The Golf Center is an affordable choice for both avid and recreational golfers. It is open seven days each week from 7 a.m. to dusk, offering stunning views, energetic exercise and an enjoyable golf experience.

THE POSITION (Part-Time)

Under the direction of the Executive Director, the Fund Development Coordinator assists in identifying and increasing funding sources necessary to grow the First Tee of Coachella Valley. The Fund Development Coordinator is responsible for researching, identifying and writing grant proposals; soliciting corporate sponsorships and bolstering individual giving. In addition, The Fund Development Coordinator assists the Executive Director in developing and maintaining relationships with individuals, businesses, community partners and stakeholders through personal meetings, verbal and written correspondence, and events.

The Fund Development Coordinator is critical in:

- Increasing, strengthening and diversifying the organization's funding sources
- Enhancing the relationship between the First Tee and its, families, funders and stakeholders
- Assisting the Executive Director in planning, organizing and directing fundraising activities
- Preparing accurate records, reports and maintaining fundraising database
- Working with the Public Information Department in developing marketing and collateral materials to increase community awareness of The First Tee program and assist with social media updates.
- Updating and maintaining all fundraising related information on The First Tee chapter website.
- Participating in public speaking engagements on behalf of The First Tee/Desert Recreation District and represent the agency at events, meetings, and conferences.
- Attending meetings and seminars to represent The First Tee and The Golf Center and interacting with various organizations committed to supporting the programs.

As a major representative of The First Tee of the Coachella Valley, the Fund Development Coordinator serves as the organization's advocate and contact in developing and maintaining relationships with community leaders, donors, media and others as needed to create a positive image and develop new opportunities for financial development.

THE IDEAL CANDIDATE

Desert Recreation District seeks candidates with outstanding communication, interpersonal and organizational skills; an optimistic 'can do' attitude, and who are progressive, proactive and flexible. The ideal candidate will have at least two years of fund development/fundraising and marketing experience. Associate's Degree in Business Administration with emphasis or concentration in marketing, public relations or related field. Bachelor's Degree preferred.

To be successful, the ideal candidate must be service-oriented and possess the ability to interact with all stakeholders, as well as serve as the community liaison for fund development within the District.

COMPETENCIES AND PERSONAL CHARACTERISTICS

Impressive candidates will also exhibit the following competencies, characteristics and style:

- Event Management and Communications
- Representation at local, state, regional and national meetings and training sessions
- An understanding of the non-profit, volunteer and public agency sector





COMPENSATION AND BENEFITS

Compensation starts at \$20.68 hourly depending upon qualifications and experience of the successful candidate. The Fund Development Coordinator is a part-time position.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

RECRUITMENT

The final filing date is **February 17, 2018**. To be considered for this challenging and rewarding career opportunity, candidates are required to complete a District application and supplemental questionnaire, and submit a cover letter and resume. Applicants will apply directly online from the DRD website at: <http://myrecreationdistrict.com/about-us/careers>.

EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education and abilities required will continue through the recruitment process.

ASSESSMENT

Candidates identified to move through the selection process may be asked to take a series of Assessment tests.

INTERVIEW

Qualified candidates deemed to possess skills to succeed in the position will be invited for interviews.

Disclaimer: The District has the right to accelerate or extend the closing date of this position at any time dependent upon the number of applications received. The District is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment programs and facilities. Women, minorities, and disabled individuals are encouraged to apply. The final candidate must pass a pre-employment background, physical and drug screen.



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