



Marketing & Communications Director

The First Tee of South Puget Sound exists to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

The Marketing & Communications Director will serve TFTSPS as the brand manager for our mission. He/she will be responsible for our outreach and public relations by delivering on our focus to develop and enhance relationships with our donors, supporters and participants. The following responsibilities are as follows, but not limited to:

Responsibilities:

- Conducts research to improve the decision-making process for the organization by leveraging Salesforce, social media platforms, parental/guardian feedback and participant engagement.
- Develop tools and marketing collateral to attract donors, volunteers, parents and youths.
- Manage social media for the organization.
- Manage the master database of donors, supporters and volunteers. Execute the relationship strategy to enhance the donor experience.
- Cultivate and develop the grant-writing process and assist the Executive Director and Board in securing major gifts.
- Coordinate all TFTSPS events in concert with the event chair.
- Attract, recruit and retain volunteers for TFTSPS events and programming.

Administrative Tasks:

- Manage event budgets, procurement and outside vendors.
- Provide monthly finance and programming updates for donors, supporters and board members.
- Update all collateral material, flyers, signage and website as needed.
- Serve as the Salesforce Champion and ensure systems are running efficiently.
- Assist and participate in Board of Directors meetings and committee meetings. Record and document minutes and execute on any follow-up tasks.

Job Breakdown: Outreach & Events – 40%
 Database & Relationship Management – 25%
 Volunteer Recruitment – 25%
 Administration – 10%

Salary & Benefits: \$40,000 – 60,000
 Annual discretionary bonus
 Healthcare & 403(b) plans available
 Ability to work remote

To apply for this position, please email your resume and optional cover letter to Executive Director Ryan Kallenberger, at ryan@thefirstteesps.org by 5:00 PM Friday, August 24th.