



### **Chapter Overview**

The First Tee of Raritan Valley (TFTRV) is one Chapter of an international non-profit youth development program 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 Experience is the unique component that sets The First Tee apart from many other successful junior golf programs and youth development programs through sport.

The First Tee of Middlesex and Somerset Counties was created in 2004 and in 2011 grew to become The First Tee of Raritan Valley which now covers an additional four counties to include Hunterdon, Morris, Union, and Warren. TFTRV served over 700 students in TFT Life Skills Experience in 2017 and over 60,000 students in The First Tee National School Program.

### **Mission Statement**

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.

### **Reports to**

The Development Manager (DM) reports to the Executive Director (ED).

### **Employment Status**

Full time, Exempt

### **Duties and Responsibilities**

Under the supervision of the Executive Director

- Promote The First Tee's mission, goals, purpose and programming throughout the community
- Responsible for the implementation and development of a strategic fundraising program that includes special events, grants, annual appeal, major gifts, and planned giving
- Author development proposals for potential Chapter sponsors and partners
- Participate in staff meetings, offsite activities, events and other programming as needed to ensure the success of TFTRV
- Perform other work-related duties as assigned by Board and Executive Director

## **Preferred Qualifications**

- Bachelor's degree from accredited college or university in Business, Education, Recreation or related field or equivalent work experience
- A minimum of three years professional fundraising experience
- Proficient with donor management software
- Experience working with community-based organizations
- Able to travel in order to attend training sessions and meetings

***The position will be based out of our office located at Galloping Hill Golf Course, 1 Golf Drive, Kenilworth, NJ.***

*The First Tee of Raritan Valley is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

---

---

**All interested applicants should e-mail a cover letter, resume, salary requirements, and a minimum of 3 professional references to [mmccabe@thefirstteerv.org](mailto:mmccabe@thefirstteerv.org) with the subject line:  
The First Tee of Raritan Valley – Development Manager Position**

**NO PHONE CALLS PLEASE!**

Mark McCabe, Executive Director  
The First Tee of Raritan Valley  
1 Golf Drive  
Kenilworth, NJ 07033

*Applications will be received and reviewed on a rolling basis.*

**All candidates are subject to a background check, drug screening, and pre-employment physical.**

---

---