



Employment Details

Position: Development Assistant

Type: Part-Time

Location: Milwaukee/West Allis, Wisconsin

Overview

Working at the direction of the Executive Director, the Development Assistant will help with identifying various funding sources including foundation and corporate partnerships, marketing, community awareness and fundraising efforts for The First Tee of Southeast Wisconsin. The Development Assistant will plan, coordinate and implement annual fund development plan in order to meet development and budgetary goals. The position requires a current conceptual knowledge of fundraising and development trends with an ability to leverage relationships and partnership opportunities for the overall benefit of the region. This is a part-time position which reports to the Executive Director.

Duties & Responsibilities

- Promote The First Tee's mission, goals, purpose and programming throughout the community
- Manage all administrative aspects of the Chapter's fundraising plan, Ambassador Club program, corporate sponsorships and annual fundraising activities.
- Ensure effective documentation and maintain accurate and complete records in the Chapter's donor database (Little Green Light), track and acknowledge contributions, run queries and reports, coordinate donor communications and solicitations, and ensure prospect management records are updated in a timely fashion
- Work with the Executive Director to engage board members and volunteers in implementing and coordinating fundraising activities such as mail solicitations and donor outreach
- Support the Executive Director in the development and enhancement of the existing sponsorship program to secure support from area businesses through writing proposals and assisting with sponsor communications
- Coordinate individual donor solicitations including end of year appeal mailing, major donor campaigns, and other events
- Develop marketing/communication materials for special events, fundraising and outreach efforts and help coordinate organization-wide communications to ensure consistency and clarity
- Provide administrative assistance for grant writing activities that supports the Executive Director in building and maintaining relationships with grant makers including preparing, submitting and assisting with grant applications and managing grantor reports
- Provide assistance to the Development and Marketing Committees
- Attend and assist with administration of the Tee to Green Golf Classic and Auction and 100 Holes of Golf marathon



Qualifications

The Development Assistant is a part-time position that may require occasional evening and weekend hours. A bachelor's degree in public relations, business, nonprofit management, marketing or related field, along with a minimum of 3 years of development experience preferred. The ideal candidate will possess:

- Strong knowledge of effective fundraising strategies including grant seeking, individual donor cultivation, corporate employee volunteer programs and event production
- Possess excellent organizational and analytical skills and the ability to multi-task and meet aggressive deadlines
- Excellent written and verbal skills for effective communication and the ability to facilitate small and large group presentations
- Previous success in working with volunteers
- Experience working with community based organizations
- Familiarity with The First Tee programs
- Knowledge of golf and golf terminology
- Strong computer skills, ability to use existing technology to achieve desired results and proficiency in Word and Excel; knowledge of Little Green Light or similar donor database preferred
- Strong work ethic and willingness to learn

Additional Details

- Position is expected to average 20 hours per week
- Requires in-office work in West Allis and will have flexibility for remote work, as available
- Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice
- Compensation based on experience and qualifications
- References on request
- Hiring will be subject to completion of successful background check

To Apply

Please send cover letter and resume via email to David Cohn, Executive Director, at dcohn@thefirstteesew.org. Application deadline is April 30, 2019. Applications will be reviewed as received. Position will be filled when the ideal candidate is identified.

About The First Tee of Southeast Wisconsin

The First Tee of Southeast Wisconsin 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 of Southeast Wisconsin's geographic area represents nine counties, Kenosha, Fond du Lac, Jefferson, Milwaukee, Ozaukee, Racine, Walworth, Washington and Waukesha.

Contact

David Cohn, Executive Director
The First Tee of Southeast Wisconsin
dcohn@thefirstteesew.org