



**Director of Development  
(full-time, exempt)**

**Chapter Overview**

First Tee – Phoenix, founded in 2003, creates experiences that build character to empower kids through a lifetime of new challenges and continuous personal growth. By seamlessly integrating the game of golf with a life skills curriculum, First Tee – Phoenix creates active learning experiences that build inner strength, self-confidence and resilience that kids can carry to everything they do. These character education programs are offered at 14 golf courses, 160 elementary schools, and many youth centers in the community.

**Mission Statement**

First Tee – Phoenix provides opportunities for all youth to achieve success in every aspect of life, though the game of golf.

**Job Summary**

The Director of Development is responsible for generating revenue to support the mission of First Tee – Phoenix and will be primarily responsible for planning, organizing, and directing all of First Tee – Phoenix’s fundraising including, the major gifts program, annual fund, planned giving, special events, and campaigns. The Director of Development will report to the Executive Director and will work closely with Board of Directors in all development and fundraising endeavors. The Director of Development will be a highly visible member of the community, representing First Tee – Phoenix throughout the Valley; and will embody the First Tee’s strong commitment to all youth.

*Special note:*

First Tee – Phoenix is in a period of change and growth with aggressive 5-year goals. The Director of Development position is the first of multiple hires to support our efforts and is vital to our plan. Candidates must be willing to embrace change and partner with the Executive Director and other stakeholders to play an active role in our growth.

*Key criteria for success in position:*

- Planning & execution – robust understanding of development and ability to build and execute a program that inspires engagement and passion for our mission with individuals, corporations, and foundations.
- Relationship driven – must build long-term genuine relationships (non-transactional) with a willingness to engage fearlessly and ask.
- Adaptable – learning quickly and adjusting to change will be essential during a rapid period of growth.

## **Responsibilities**

Below is not intended to be an exhaustive list but a guide to the core functions.

- *Create, execute, evaluate and adjust robust development plan*
  - Work closely with the Executive Director (ED) and Board of Directors to identify, cultivate, solicit, and steward contributed revenues to support the organization while also activating key partners and volunteers to provide meaningful assistance.
  - Actively manage a portfolio of key donors and prospects with a strong capacity and affinity to support First Tee – Phoenix as well as assign and support the portfolio management of ED and other leaders as needed.
  - Establish revenue goals tied to strategic priorities and regularly share quantitative progress assessments.
  - Creative, donor-centric stewardship is to be complemented by relationship and mission-based acquisition of new donors of all levels, including major donors with the capacity to retain major gifts.
  - Engage with prospective donors and supporters on a continual basis to establish effective communications with them, including but not limited to meetings, emails, snail mail, etc.
  - Continue to grow major gifts program including identification, cultivation, and solicitation of major donors.
  - Oversee grant seeking including research, proposal writing, and reporting requirements.
  - Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
  - Direct the annual fund program, including mailings and annual fundraising drives.
  - Direct special campaigns and other major fundraising drives.
  - Manage successful execution of high-level fundraising events, including but not limited to 100 Hole Challenge and First Tee – Phoenix Charity Golf Invitational.
  - Support and steward 3<sup>rd</sup> Party fundraising events and activities.
  - Engage in prospect research.
  - Coordinate and make public appearances/accept speaking engagements to share information about First Tee – Phoenix with the community.
  - Oversee creation of publications to support fundraising, stewardship activities.
  - Maintain gift recognition programs.
- *Administration/management*
  - Effectively manage budget and timely submit paperwork
  - Demonstrate professional conduct and First Tee values at all times
  - Actively maintain and effectively utilize CRM (Donor Perfect)
  - Staff Board Fundraising Committee meetings
  - Supervise and collaborate with Development Assistant and consultants
  - Other duties as assigned

### **Qualifications/demonstrated abilities**

- Commitment and passion for the mission and purpose of First Tee – Phoenix
- Five+ years successful development experience, with proven track record to meet or exceed personal development goals in a relationship driven environment over multiple years
- Exceptional communication, interpersonal relations, and organizational skills
- Charismatic, personable, and motivational in working with stakeholders
- Work independently and self-driven, while understanding the needs of a team
- Exercise high level of confidentiality, team building and cooperative approaches to fulfill organization and donor needs
- Ability to travel to meet with prospects and donors
- Valid driver's license, good driving record, and meet company required automobile insurance minimums
- Successful management of staff and volunteers preferred
- Bilingual (Spanish/English) a plus
- Love of golf, golf knowledge a plus

### **Seniority and reporting**

Director of Development reports to the Executive Director.

Director of Development will have the opportunity to hire consultants and/or a Development Assistant.

### **Salary range and job type**

- Full-time, hybrid/flexible working environment (position is expected to be actively in the community)
- Annual salary based on experience, starting at \$80,000
- Goals based, year-end bonus
- Paid holidays and paid time off
- Reimbursement of business-related mileage, cell phone stipend
- Paid health insurance and other benefits, including FSA
- Retirement plan

### **How to apply**

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to [jobs@firstteephoenix.org](mailto:jobs@firstteephoenix.org), subject: DIRECTOR OF DEVELOPMENT.

NOTE: All final candidates must pass background check and complete SafeSport training.

### **Equal Employment Opportunity Statement**

First Tee – Phoenix is an equal opportunity employer, valuing diversity and inclusion. Our policy is to comply with all federal and/or state laws related to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.