



**Special Event Development Assistant
(Full Time Hourly, Non-Exempt)
First Tee – Phoenix**

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 golf courses, elementary schools, and youth centers in the community.

Mission Statement

To provide opportunities for all youth to achieve success in every aspect of life, through the game of golf.

Job Summary

The Special Event & Development Assistant provides essential support to the development team by assisting with fundraising and donor engagement events. This role helps ensure smooth event operations by coordinating logistics, tracking timelines, supporting donor stewardship efforts, and managing event materials. Additionally, this position assists with donor communications, maintains accurate records in the CRM system, and provides administrative support to the development team.

Key criteria for success in position:

- Highly organized, with the ability to manage multiple tasks and deadlines effectively.
- Proactive and detail-oriented, ensuring event logistics and donor engagement efforts run smoothly.
- Strong communication skills to support donor, partner and sponsor relationships.
- Team player who takes initiative and can independently manage tasks with direction.

Responsibilities

Below is not intended to be an exhaustive list but a general overview of the core functions.

- **Event Planning & Coordination:** Assist in planning and executing fundraising and donor events. Handle logistics for events, including selecting venues, scheduling, managing details, and maintaining donor communication. Maintain timelines and track deadlines. Develop and update event materials using Canva, ensuring brand consistency.

- **Donor & Sponsor Communication:** Assist in drafting and proofreading donor communication materials including emails, newsletters, invitations, and social media content. Help manage events and donor communications via Constant Contact.
- **Administrative Support:** Prepare and organize meeting materials, including agendas, notes, and action items. Schedule meetings, send follow-up communication, and assist with daily administrative tasks to support the development team.
- **Database Management:** Maintain accurate donor information in CRM system (DonorPerfect) to ensure accuracy. Track fundraising progress and event participation, preparing monthly reports for leadership and board fundraising or event committees.

Qualifications/demonstrated ability to

- Plan and execute events from start to finish with guidance.
- Effectively communicate with donors, sponsors, partners, and internal teams.
- Strong organizational skills and ability to manage multiple priorities.
- Utilize Canva for event collateral and Constant Contact for donor/event communications.
- Proficient in Microsoft Office Suite (Excel, Word, etc.).
- Experience using CRM software (DonorPerfect or similar) to track donor engagement (a plus), otherwise, willingness to learn.
- Work collaboratively while taking initiative and ownership of projects.
- Passion for youth development, sports, and knowledge of golf (a plus).

Commitment

Be a model of one becoming a Game Changer by practicing the life skills we promote called the 5 key commitments:

- Pursue Goals
- Grow through Challenge
- Collaborate with Others
- Have positive self-identity
- Use good judgment

Seniority and reporting

Special Event Development Assistant reports to the Development Director.

Salary range and job type

- Full-time Phoenix based position
- Hybrid position – mix of in-office, remote, and event-based work
- 40 hours per week - Flex-scheduling occasional nights and weekends as needed for events
- Hourly rate based on experience starting at \$21 per hour

- Paid holidays, vacation, and sick time
- Reimbursement of business-related mileage
- Robust Benefit package including Paid health insurance

How to apply

Send your resume and a cover letter detailing your experience related to the responsibilities and qualifications to jobs@firstteephoenix.org. 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.