



Position: Development Manager

Supervisor: Chief of Development and Marketing Officer

FLSA Status: Full-time, Exempt

Mission: Deliver a targeted curriculum of golf and character development, life skills academic support, higher education, mentorship, and career development.

Position Summary: The Development Manager manages the daily activities of Future Citizens Foundation's development department. Assists in the development of goals and strategies for all fundraising campaigns. The Development Manager plans and implements marketing programs and special events to maximize prospect/donor engagement.

Education:

- Minimum of a Bachelor's Degree in Non-Profit Management or related field.
- 1-3 years experience working in fundraising or project organization.
- Proficient in donor database management.
- Professional written and interpersonal skills

Duties and Responsibilities: Under the direct supervision of the Chief of Development and Marketing Officer,

- Follows First Tee - Monterey County's policies and procedures
- Promote First Tee's mission by modeling First Tee Core Values and adherence to the First Tee Code of Conduct
- Analyzes and creates project scope and milestones for First Tee - Monterey County's initiatives
- Manages the handling and assigning of development team daily tasks
- Holds regular meetings with all departments to ensure open communication and expectations throughout a project
- Addresses donor concerns or inquiries

- Communicates and organizes with team members to increase the company's outreach
- Strategizes and plans fundraising events
- Organizes capital campaign strategy and execution, setting communication and funding goals
- Develops marketing materials and plans events to generate funding
- Coordinates identification and relationship building with key donors and groups
- Establishes a realistic budget for events and accounts for anticipated fundraising outcomes
- Assumes full responsibility for various fundraising efforts including product sales, obtaining items for sale in auctions, and acquiring donations
- Writes grant proposals and develops event opportunities
- Research and identify prospective new donors and proactively initiate sponsorship and funding
- At the end of each fiscal year or quarter, the Development Manager will be charged with designing a comprehensive fundraising plan for the coming year or quarter. Each plan will be focused on generating revenue, encouraging participation, and boosting community involvement, and will be used as a general blueprint by all involved departments within the organization.
- Makes sure that gifts are properly processed and recorded
- Oversees and manages the donor database
- All other tasks as assigned

Other Qualifications:

- Successfully pass criminal background checks through the FBI and California DOJ
- Successfully pass Drug Screening
- Possess an appropriate California Driver's License with a driving record acceptable to First Tee - Monterey County

Salary and Benefits (enacted after 60 days from hire):

- Salary Range: \$65,000 to \$75,000 per year
- Retirement: Up to 8% match on 403B
- Medical Insurance: 75% of premium covered for employees and 50% coverage for dependents

- Dental Insurance: 100% of premiums covered for employees and all dependents
- Life Insurance: 100% of premium covered
- Vision Insurance: 100% of premiums covered for employees and all dependent
- Health Reimbursement Account: \$1500 for a single employee or \$2500 for the employee with dependents for eligible medical/dental/vision expenses

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. FTMC is a dynamic work environment

where positions evolve and change. Therefore, FTMC reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.