



**Position:** Development Director

**Supervisor:** CEO

**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 Chief of Development oversees, plans, and directs all aspects of the organization's fundraising and resource development strategies. Responsible for identifying, cultivating and soliciting funding, business development resources, donations and/or giving campaigns from individuals, foundations, corporations, and governments to meet the funding needs of the organization.

**Education:**

- Minimum of a Bachelor's Degree in Non-Profit Management or related field.
- Over 5 years experience working in fundraising or project organization.
- Proficient in donor database management.
- Professional written and interpersonal skills.
- Understanding of CRM Software platforms: Bloomerang, Donor Perfect, Raiser's Edge, Charity Engine
- Ability to be accept reviews using Organization Outcome Model
- Ability to travel 20% of the time as required within our county territory and out of state, as needed.
- Demonstrated experience collaborating with executive leadership in developing fundraising strategies to meet fundraising goals.
- Strong organizational and time management skills with the ability to manage multiple projects.

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

- Follow 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
- Develop goals and strategies to secure philanthropic support for the agency's fundraising goals, annual giving campaigns, and community resource development.
- Cultivates relationships with target sponsors and donors to support fund development.
- Secures funding resources through current and future community partners and community investors.

- Plans and implements marketing programs and special events in collaboration with the marketing department to maximize donor engagement and community sponsorship.
- Maintains relationships with donors, community partners, and community investors to obtain ongoing annual support of Future Citizens Foundation.
- Develops, implements, and oversees fundraising strategies and programs to ensure fundraising goals are being achieved.
- Closely monitors and evaluates all fundraising activities/programs to ensure all processes and steps in the program are within the established guidelines
- Leads and manages fundraising and/or annual giving campaign portfolio and/or database.
- Analyzes data to ensure fundraising programs are growing annually and generating revenue to support the organization's mission.
- Develops and manages timelines for various fundraising and resource development activities to ensure critical fundraising processes are carried out in a timely manner.
- Responsible for preparing well-written meeting briefings, strategy documents, and solicitation proposals to support the organization's fundraising goals and mission
- Responsible for creating and managing fundraising budgets.
- Comply with all Future Citizens Foundation's policies, procedures, safety and security regulations.
- All other duties as assigned.

**Other Qualifications:**

- Successfully pass criminal background check
- Successfully pass Drug and TB Screening
- Possess an appropriate California Driver's License with a driving record acceptable to First Tee – Monterey County

*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.*



