



Development Coordinator

DESCRIPTION:

Reporting to the Chapter Executive Director, the Development Coordinator supports all administrative aspects of fundraising, including increasing individual, foundation, and business income; engaging staff, coaches, volunteers and board members; creating and managing events and other appeals to engage a range of target audiences; and developing marketing and communication tools and resources to increase the visibility and long-term viability of the organization.

Responsibilities:

- Manage all administrative aspects of the Chapter's stewardship plan, Club Ambassador Program, Sponsorship Program, and annual fundraising activities.
- Ensure effective documentation and maintain accurate and complete records in the Chapter's donor database (eTapestry), 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 support board member fundraising efforts, prospecting and cultivation strategies.
- 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.
- Write and organize the Chapter's fundraising appeals (e.g., events, direct mail, annual fund, etc.).
- 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 grantmakers.

Requirements:

The Development Coordinator is a part-time position that may require occasional evening and weekend hours. A Bachelor's degree, along with a minimum of 3 years of fundraising, administrative and/or equivalent work experience are required. The ideal candidate will...

- Be self-motivated, detail-oriented, very organized;



- Be able to multi-task with changing priorities, and have a proven ability to meet deadlines;
- Have excellent oral and written skills including a proven comfort level with interpersonal communications;
- Have strong expertise using technology, including Microsoft Office applications, fundraising databases and social media.

GENERAL

Benefits: Generally flexible work schedule, including work-at-home hours, determined by mutual agreement; two weeks paid vacation and 10 holidays.

References on request. Hiring will be subject to completion of successful security background check.

TO APPLY

Please email a resume and cover letter to Alicia Lawrence, Executive Director, alicia@thefirstteegcnky.com

ABOUT THE FIRST TEE:

Founded in 1997 as a joint initiative of the PGA Tour, the USGA, PGA of America, the LPGA and The Masters, The First Tee is among the country's leading youth development organizations. Today, it comprises a network of some 175 chapters nationwide.

All The First Tee chapters are independent non-profits responsible for their own governance and fundraising. But all share a mission to help grow great kids through a unique, proven program that seamlessly integrates important character-development lessons with golf instruction to help young people acquire the fundamental life skills, core values and healthy habits that will help them flourish throughout their lives.

Operating since 2006, **The First Tee of Greater Cincinnati & Northern Kentucky** is a top-performing chapter in the network, serving children 7 to 18 years old in Hamilton, Clermont, Boone, Campbell and Kenton counties.

To learn more about our Chapter visit our website: www.TheFirstTeeGCNKY.org