



**Job Announcement
Director of Philanthropy**

Chapter Overview

The First Tee of the Triangle is one chapter of a national non-profit youth initiative called The First Tee. The First Tee was created in 1997 by the World Golf Foundation to provide young people of all ethnic and economic backgrounds an opportunity to develop, through golf and character education, life-enhancing values such as honesty, integrity and sportsmanship. By engaging young people in a combination of life skills, leadership and golf activities, they also are exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. The First Tee Life Skills Experience is the unique component that sets The First Tee apart from many other successful junior golf programs. The First Tee of the Triangle was founded in 2004 and has served over 7,500 kids during that time.

Mission Statement

Our mission is to impact the lives of young people by providing educational programs that build character, instill life-enhancing values and promote healthy choices through the game of golf.

Reports to

The Director of Philanthropy reports to the Executive Director.

Job Summary

The Director of Philanthropy is responsible for planning, implementing, and executing annual support activities for The First Tee of the Triangle. These activities include but are not limited to our annual fund program and a variety of special events throughout the year. The Director of Philanthropy is also directly responsible for managing and executing all philanthropy related communications for the organization.

Roles and Responsibilities

Philanthropy:

- Develop and implement a comprehensive annual giving plan including strategies for effective donor identification, cultivation, solicitation, and stewardship
- Lead all of The First Tee of the Triangle's philanthropy-related events to include correspondence, promotion, logistics with event site staff, etc.
- Identify, evaluate and pursue grant opportunities. Prepare and submit grants, monitor their approval process, and generate necessary follow up reports
- Lead stewardship efforts to board members, donors, and event participants
- Develop and oversee the implementation of the marketing strategy for the annual gift campaign each year including all printed materials, e-communications, social media, etc.
- Evaluate the annual giving program on a regular basis and provide updates to the Executive Director and Board of Directors
- Actively support The First Tee of the Triangle's Capital Campaign by attending meetings and providing information and resources as needed
- Lead the development and implementation of a Legacy Giving program for the organization
- Oversee the management of the organization's donor database and ensure that all information is updated and available in real-time
- Make periodic contact with established donors (email, note, phone call) to nurture relationships for future donations.
- Attend all fundraising efforts as well as appropriate programming events.
- Work in coordination with the Philanthropy Associate to achieve the organization's philanthropic goals

Preferred Qualifications

- Bachelor's Degree
- At least five years of experience in a philanthropy-related field
- Strong oral and written communications skills
- Charismatic and personable when working with stakeholders of all ages and backgrounds
- Excellent critical thinking skills
- Able to work evenings and weekends as needed
- Experience with eTapestry
- Experience with youth-serving organizations is a plus
- Knowledge or interest in the game of golf is preferred but not required

To apply, please submit your cover letter, resume, salary requirements, and three references to b.baker@thefirstteetriangle.org. Applications will be accepted on an ongoing basis until the position is filled.

Salary Range: Commensurate with Experience