



Development Director
Position Description
Effective January 1, 2019

Reports to:

The Development Director reports to the Executive Director.

Supervises:

The Development Director supervises the Events and Communications Manager and volunteers.

Job Summary:

The Development Director is responsible for all annual fundraising activities and meeting the annual income budget for the organization. The Development Director works closely with the Development Committee and subcommittees to further all development work for the organization. The Development Director is responsible for working within budgetary guidelines.

Roles and Responsibilities:

- Create and implement an annual development plan, approved by the Executive Director and the Board of Directors.
- Motivate and mobilize a diverse and active Development Committee and various subcommittees.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow a major gifts program including identification, cultivation and solicitation of major donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives.
- Coordinate fund raising special events.
- Direct employee and parent fundraising drives.
- Oversee prospect research.
- Make public appearances/accept speaking engagements to share information about The First Tee with the community.
- Coordinate Board Development Committee meetings.
- Oversee fundraising database and tracking systems.
- Supervise and collaborate with other staff of The First Tee of Greater Kansas City.
- Oversee creation of publications to support fund raising activities.
- Maintain gift recognition programs.
- Perform other related duties as requested.

Preferred Qualifications:

- Willing to live by The First Tee's values of Honesty, Integrity, Sportsmanship, Respect, Confidence, Responsibility, Perseverance, and Courtesy and demonstrate a passion for The First Tee's mission
- Demonstrate exceptional communication, fiscal management and managerial skills
- Ability to physically carry out duties of the position
- Ability to determine work priorities
- Communicate effectively, giving accurate information, good explanation of details
- Skilled typing ability and knowledge of personal computers, hardware, software, and related applications and systems (MS Office/Word/Outlook/Excel/PowerPoint, and Donor Perfect)
- Ability to compose correspondence and reports. Knowledge of correct English usage, spelling, punctuation
- Ability to maintain client confidentiality
- Candidate must successfully pass a background check

Education Requirement:

- Minimum of bachelor's degree, master's degree, CFRE or other designation preferred.

Time Commitment

- Week day office hours
- Nights and weekends as needed

Contact person: Brigette Chirpich – bchirpich@thefirsttee.org

Position: Exempt full-time