



Job Description

Job Title:	Development Director (Full-time)
Reports To:	Executive Director
Direct Reports:	Development Manager
FLSA Status:	Exempt
Date Created/Revised:	October 31, 2022
Salary:	\$100,000 to \$120,000 and full benefits

POSITION SUMMARY:

The Director of Development will report to the Executive Director and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the organization's mission. This individual will serve as a member of the Foundation leadership team as well as the SCGA Leadership Team. The individual will help develop and implement plans and establish policies to take the fundraising program to the next level of success, with a particular emphasis on the current major gifts campaign and future major gift development. The role will require working closely with major donors, prospects, campaign volunteers, the Board and staff to create the strongest and most effective prospect list and work collaboratively to execute proper moves management strategies to secure major gift support. The Director of Development will also oversee the organization's efforts in annual fund, events, grants, and development operations. The Director of Development will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors. The Director facilitates partnership opportunities to further promote affordable access to the game in under-reached communities and works closely with the SCGA Communications team on all donor communications including newsletters, videos, collateral materials, and FORE magazine stories.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Development Management:

- 🔗 Develops and implements a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts, which represent 65% of the organization's income. Establishes and drives performance metrics.
- 🔗 Oversees the comprehensive calendar of activities in support of development.
- 🔗 Ensures success in events management, including cultivation activities and signature fundraising events.
- 🔗 Develops opportunities for SCGA member clubs to give directly to the SCGA Junior Golf Foundation; manages targeted committee focused on fundraising for girls programming.
- 🔗 Oversees grant writing process including conducting ongoing research and successfully cultivating new grant prospects.
- 🔗 Works closely with partner organizations in support of championships/events hosted to support the SCGA Junior Golf Foundation (USGA, AJGA, LPGA).

- 🕒 Develops opportunities for program alumni to engage with the SCGA Junior Golf Foundation as donors and volunteers.
- 🕒 Supports development and management of content for all SCGA Junior Golf Foundation donor communications including the annual report, donor videos, newsletters, etc.

Major Gift Development

- 🕒 Works with the Executive Director, board and volunteers and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities. Supports the Executive Director, other staff, and key volunteers in their major gift work. Works closely with other organization's supporters to identify prospects and existing donors with capacity and attachment.
- 🕒 Maintains and builds a portfolio of approximately 40-70 donor prospects for major and planned gifts. Meeting specific activity, request, and fundraising targets (e.g. – spending 40% of time visiting with existing and newly identified major/planned donor prospects; making at least 18 two-way interactions and at least three asks per month) and supports the Executive Director's portfolio and activity. Partners with staff and volunteers in identification, advocacy, introduction, cultivation, and solicitation toward securing major gift support.
- 🕒 Develops case for support documents, collateral and other request materials and creates appropriate gift club activity and recognition for donors of all sizes. Ensures proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts.
- 🕒 Maintains ongoing and active networking with internal and external constituencies and represents the organization in the community as appropriate.
- 🕒 Steward donors who have given -- or show an interest in giving – to specific projects by designing strategies to retain their interest.
- 🕒 Provides assessments of high impact board members, ambassadors, and volunteers; alert to any/all successes and challenging areas.

Management

- 🕒 Participates in the management of the organization including serving on the leadership team, participating in strategic planning, and attending/presenting at board meetings.
- 🕒 Recruits, hires, and supervises development team staff as well as development contractor relationships.
- 🕒 Through leadership and presence, helps set, create, and reinforce the culture and values of the foundation. Focuses on and supports the continued growth of the organization.
- 🕒 Participates on the SCGA Leadership Team, provides feedback and leadership, and works on organizational initiatives and taskforces as assigned.
- 🕒 Develops and implements strategic growth and expansion objectives.

Administrative Activities:

- 🕒 Supports and assists staff in other activities such as golf outings, community outreach and other initiatives.
- 🕒 Handles and performs other duties as may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without accommodation.

Education and Experience:

Bachelor's degree from a four-year university preferred. 3-5 years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts. Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition. Proven track record in planning and achieving short- and long-term goals and creating a plan outlining activity. Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff, and all donors. Experience working with volunteers. Experience working with donor management and data management systems preferred. Successful solicitation of major and planned gifts of \$25K level and above. Ability to work with high impact volunteers, board members, ambassadors, and senior level staff. CFRE preferred but not required. Golf experience preferred.

Communication Skills:

Ability to read and comprehend written or oral instructions, correspondence, and memos. Ability to read, analyze, and interpret general business or trade periodicals, professional journals, technical procedures, and governmental regulations. Ability to write memos, reports, correspondence, procedure manuals, and other documents. Ability to effectively present information and respond to questions from Board members, managers, employees, members, donors, parents, youth, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to calculate figures and amounts such as discounts, proportions, percentages, etc. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to apply common sense understanding and carry out oral or written instructions. Ability to define problems, collect information and other data, establish facts, and draw valid conclusions. Ability to solve practical problems and deal with a variety of concrete as well as abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Must be proficient in using computers and software programs such as word processing, spreadsheet, contact management or database, and other Windows software. Must have the capability to learn and use program and fundraising software as required to perform job duties.

Other Qualifications:

Requires ability to operate a car safely, and must have a valid driver's license and provide proof of insurance. The job requires some travel as necessary (by car and/or airplane) as well as work on weekends and evenings. Must complete a background check.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to see, talk, hear, and use hands and fingers in performing majority of work. The employee is frequently required to reach with hands and arms. The job requires employee to have dexterity in using telephone, computer keyboard, mouse and calculator while seated at a desk and must be able to demonstrate golf skills/ability/lessons. The employee is required to stand, walk, climb or balance. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to operate standard office equipment, such as computer, calculator, fax machine, photocopier, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work in both an office environment and in the field, and the noise level is usually quiet to moderate.

Women, minorities, persons with disabilities and veterans are encouraged to apply. The SCGA and the SCGA Foundation are EEO Equal Opportunity Employers. Reasonable accommodations may be made to enable individuals with disabilities or closely held religious beliefs to perform the essential functions of this position. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

To Be Considered as a Candidate:

Qualified individuals should email their resume and cover letter to Kevin Gigax at kgigax@scga.org with "Development Director" in the subject line. This position will be open until filled. This job description is subject to change based on the qualifications of the successful candidate.