



# JOB DESCRIPTION



<b>Job Title</b>	Manager of Development and Community Relations		
<b>Direct Reports</b>	None		
<b>Department</b>	N/A	<b>Reports To</b>	President and CEO
<b>Work Location</b>	Hybrid	<b>EEO/FLSA</b>	Exempt
<b>Prepared By</b>	Lindsey Brent	<b>Title/Date</b>	HR Consultant/13 January 2023
<b>Approved By</b>	Eric Amato	<b>Title/Date</b>	President & CEO/13 January 2023

<b>Job Purpose</b>	The Manager of Development and Community Relations is responsible for planning, implementing, and executing financial and in-kind annual support activities for First Tee-Pittsburgh. These activities include but are not limited to our annual fund program, special events, foundation giving, donor development and data management. The Development and Community Relations Manager is responsible for the communications and marketing materials needed to inform, develop, and engage community partners, current and prospective donors and participants.
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### Principal (Essential) Duties

1. Develop and implement a comprehensive multi-year fundraising plan that addresses the needs of the organization. This plan will be approved by the President and CEO and Full Board
2. Build programs and campaigns designed to meet or exceed goals established to support the organization with focus on individual giving, foundation support, events, and corporate fundraising.
3. Develop, refine, and implement a donor stewardship plan.
4. Develop relations with corporations, foundations, local businesses, religious/community groups and individuals that increase the community awareness of First Tee Pittsburgh
5. Manage and execute the Grant Calendar with support from the President and CEO.
6. Engage in direct donor solicitation as appropriate and most effective with the support of the President & CEO and members of the Board of Directors.
7. Lead the development of marketing and other collateral materials as well as social media campaigns to promote and support fundraising campaigns and programmatic awareness.
8. Cultivate and strengthen relationships with area businesses, corporations, foundations, and other community-based organizations.
9. Serve as staff lead and coordinator of the annual Golf Classic and Tee It Forward event.

## Secondary Duties

1. Prepare reports to analyze trends and business data.
2. Attend and participate in board meetings and strategic plan task force.
3. Collaborate and communicate with other departments as needed.
4. Complete special projects as required.
5. Perform other duties as required and assigned.

<b>Job Title</b>	Manage of Development and Community Relations
<b>Knowledge, Skills and Abilities</b>	<ol style="list-style-type: none"> <li>1. Possess strong verbal and written communication skills with the ability to effectively communicate information.</li> <li>2. Charismatic and personable when working with stakeholders of all ages and backgrounds.</li> <li>3. Be able to work independently while also developing strong internal and external relationships.</li> <li>4. Exceptional business acumen and analysis skills.</li> <li>5. Possess an aptitude for technology and proficiency in MS Office Suite products with advanced skills in Word, Excel, Outlook, and PowerPoint.</li> <li>6. Be a resourceful self-starter who takes initiative to quickly assimilate and apply new knowledge.</li> <li>7. Be able to work in a fast-paced, high energy, and team-oriented environment.</li> <li>8. Be meticulous, organized, self-motivated, practical, and flexible with the ability to effectively handle multiple and shifting priorities.</li> <li>9. Fundamental knowledge of or interest in the game of golf preferred, but not required</li> <li>10. Have a network of local contacts</li> </ol>
<b>Experience/ Education Requirements</b>	<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Business or related field</li> <li>2. Minimum 3 years' experience in philanthropy-related field</li> <li>3. Experience in youth-serving organizations preferred</li> <li>4. Experience with donor management software preferred</li> </ol>

**Working  
Conditions/  
Physical  
Demands:**

While performing the duties of this job, the employee must be able to:

1. Travel up to 25% as needed for event attendance, fundraising, and developing partnerships.
2. Willingness and flexibility to work additional hours as needed, particularly evenings and weekends, attend special events, accomplish goals, and meet deadlines.
3. Occasionally lift and/or move up to 20 pounds; requires close vision and the ability to adjust focus.
4. See, hear, talk and perform tasks requiring manual dexterity and visual acuity; kneel, sit, stand, walk, crouch, stoop, reach, pull, push and other similar, repetitive tasks requiring physical activity.
5. Operate standard office/computer equipment.

### Compensation Package

Salary range \$55,000 to \$70,000, health and dental insurance, 401k, and PTO

### Contact Information

Contact: Eric Amato [eamato@firstteepittsburgh.org](mailto:eamato@firstteepittsburgh.org)

Chapter Website: [www.firstteepittsburgh.org](http://www.firstteepittsburgh.org)

To apply for this position, please email your resume to the address above

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This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs. *The physical demands 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.*